

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday April 9<sup>th</sup>, 2013 – 5:30 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

**BOARD:** D. Miller, J. Sammut, T. Cobain, C. MacMillan, B. Higgins, M. Cooper

**STAFF:** R. Heil, J. Parry, S. Therrien

**REGRETS:** P. Senese, B. Steele, A. Kennerly

1) **INVOCATION** delivered by B. Higgins

2) **CHAIRPERSON'S REMARKS**

The chair introduced new board member Mr. Michael Cooper. Michael is very active in the community and will be a valuable addition to the Library Board.

3) **APPROVAL OF AGENDA**

MOVED BY **J. Sammut** SECONDED BY **C. MacMillan**

*That the agenda for the April 9<sup>th</sup>, 2013 meeting be adopted as amended.* Carried.

4) **DECLARATION OF CONFLICT OF INTEREST** – none

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **T. Cobain** SECONDED BY **J. Sammut**

*That the minutes for the February meeting be adopted as circulated.* Carried.

7) **BUSINESS ARISING FROM THE MINUTES** – none

8) **AGENDA ITEMS**

a) **Volunteer policy – revised draft 2**

MOVED BY **J. Sammut** SECONDED BY **M. Cooper**

*That Policy 10. Volunteers in the Library sections 10.1 – 10.10 be adopted as revised.*  
Carried.

b) **Volunteer Application – working draft**

MOVED BY **M. Cooper** SECONDED BY **B Higgins**

*That Policy 10.11 Volunteer Application Form be adopted as revised.* Carried.

The Director was instructed to post both the Volunteers in the Library policy and the Volunteer Application Form on the website.

c) **March Break 2013 Report and Analysis**

The Board reviewed the promotional materials and statistical analysis of March Break 2013 activities. 222 children and their families participated in the activities delivered by library staff and volunteers. In total, 2453 people visited the library during March Break this year. Library staff strives to provide a variety of activities for a nominal fee or at no cost. Ideally, the programme operates on a cost-recovery basis. Museum activities are included with the library's promo material and families can register for museum programs and purchase tickets at the library. All programmes were sold out and many people were turned away. Plans for March Break 2014 include running programmes twice – back to back - to double attendance and satisfy demand without doubling the preparation time required. March Break 2013 was coordinated by Librarian Valerie Catton.

d) **“Cut to the Chase : Ontario Public Library Governance”**

Cheryl MacMillan introduced this excellent resource. Published by the Ontario Library Boards' Association, *Cut to the Chase* is a quick reference guide on public library governance in Ontario and the library board's fundamental responsibilities for achieving effective leadership and sound governance. It is particularly useful for board member orientation

e) **Financial Policies – Banking**

At the request of Treasurer Mr. Senese, the director drafted a revision to the Banking policy that will further streamline the banking process :

**6.1.5 Transfer of Funds to Municipality –revised**

*The Library Board will authorize the bank to transfer funds from the Library Board bank account to the City of Port Colborne account at any time there is a credit balance in the Library Board account. This authorization shall take the form of a letter signed by all four signatories.*

MOVED BY T. Cobain SECONDED BY J. Sammut

**That Policy 6. Financial Policies subsection 6.1 Banking be revised to include section 6.1.5 Transfer of funds to Municipality – revised.** Carried.

9) **COMMITTEE REPORTS**

10) **ADMINISTRATIVE BUSINESS**

Correspondence

**Public Relations Report**

Promotional material for St. John Ambulance seminar “*Home Alone*”. This programme is offered in partnership with St. John Ambulance, at the Port Colborne Public Library on Friday June 7 for children ages 8-12. Children who are supervising themselves are trained to deal with emergencies and other potentially serious situations.

MOVED BY B. Higgins SECONDED BY T. Cobain

**That the Public Relations report be received for information purposes.** Carried.

Chief Executive Officer's Report

Treasurer's Report

**Director's Report**

- a) Lighting and ceiling tile removal / replacement completed.
- b) Southern Ontario Library Service : Staff Training Winter 2013
- c) Defibrillator training and installation completed.
- d) Mohawk College Co-op Placement.

MOVED BY **C. MacMillan** SECONDED BY **M. Cooper**

***That the Director of Library Services report be received for information purposes.***

Carried.

Circulation Report

**11) BOARD MEMBER'S ITEMS**

Cheryl MacMillan notified the Board she would be attending a Southern Ontario Library Service Trustee meeting in April.

**12) NOTICES OF MOTION**

**13) DATE OF NEXT MEETING**

**14) ADJOURNMENT**

MOVED BY **C. MacMillan** SECONDED BY **M. Cooper**

***That the meeting be adjourned.*** Carried.