

# MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday April 1<sup>st</sup>, 2014 – 5:30 p.m.  
Port Colborne Public Library Auditorium

## ATTENDANCE

**BOARD:** C. MacMillan, B. Higgins, V. Catton, J. Sammut, A. Kennerly,

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

**REGRETS:** B. Steele, P. Senese, R. Heil, T. Cobain, D. Miller, M. Cooper

### 1) INVOCATION

2) **CHAIRPERSON'S REMARKS** In the absence of Mr. Miller, Mrs. Sammut assumed the chair.

### 3) APPROVAL OF AGENDA

MOVED BY **A. Kennerly** SECONDED BY **M. Cooper**

*That the agenda for the April 1<sup>st</sup>, 2014 meeting be adopted as circulated.* Carried.

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

5) **DELEGATIONS** – none

### 6) MINUTES OF THE PREVIOUS MEETING

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

*That the minutes for the January 14<sup>th</sup>, 2014 meeting be adopted as circulated.* Carried.

### 7) BUSINESS ARISING FROM THE MINUTES

#### a) Finalized procedures for the loan of eReaders and Chromebooks

At the January 2014 meeting, Board members provided revisions to draft documents related to the loan of eReader and Chromebooks. The finalized documents were reviewed by the board.

- "Chromebook Borrower Agreement"
- "eReader Borrower Agreement"
- "Sony eReaders: Lending Policy and Procedures"
- "Chromebooks: Lending Policy and Procedures"

### 8) AGENDA ITEMS

#### a) March Break 2014 Report

Librarian Susan Therrien reported on a successful March Break week this year (March 10<sup>th</sup> to 15<sup>th</sup>). Despite one day that saw the library close at noon due to a snow storm, the library saw an increase in in-person visits of over 600 people compared with a typical week. The number of programmes offered and total attendance at programs increased over that of 2013 by more than one third. In response to the recommendation from 2013, craft programmes were offered back-to-back and were sold out as anticipated.

Ideally, the March Break program operates on a cost-recovery basis. The library's aim is to provide a variety of activities for a nominal fee or at no cost. This year after all expenses, the library saw a net profit of \$62.00.

March Break 2014 was coordinated by Librarian Susan Therrien. In-house craft programmes were designed and delivered by library staff members, who are also responsible for all of the design and dissemination of the promotional material. Volunteers delivered specialized programming. Special thanks to Board Chair Derek Miller for his commitment and for delighting both children and adults with his story-telling expertise.

Board member Michael Cooper added that library staff member are to be congratulated for their combined efforts at mounting such a successful programme.

**b) Library closure for training**

Library staff members are overdue for mandatory training in CPR and Defibrillator operation. In order that all staff receives training, it is recommended that the library close to the public for one day. The Health and Safety training will take approximately half the day. The second half of the day can be put to use to hold a staff meeting and do some in-house technology training.

MOVED BY **A. Kennerly** SECONDED BY **C. MacMillan**

***That the Port Colborne Public Library close to the public on Wednesday April 16<sup>th</sup>, 2014 for the purposes of recertification in CPR and defibrillator operation and hold staff meetings.*** Carried.

**d) Energy Consumption Reduced**

In early 2013, the library took advantage of a retrofit program offered by Ontario Power Generation to replace all of the very old lighting with energy efficient lighting. The city's Environmental Compliance Supervisor, Darlene Suddard, completed an analysis of the library's electrical consumption for the years 2011 through 2013. The Board reviewed the analysis in the form of a graph. In 2011 and 2012, the library used over 11,000 kWh of electricity annually. However, in 2013, after the retrofit replaced all of the lights in the library, the Library's electricity consumption decreased to just over 9,000 kWh.

**e) AODA and BrowseAloud Demo – Susan Therrien**

The goal of the Accessibility for Ontarians with Disabilities Act is to remove barriers for activities and opportunities for disabled individuals, including use of the internet. To comply with this goal, the Port Colborne Library has purchased a subscription to BrowseAloud. This software, embedded in the Library website, provides assistive technology that adds text-to-speech functionality to the website for people who require reading support including those with dyslexia, learning difficulties, mild visual impairments and those with English as a second language. It is free to use for library website visitors and works with all major browsers.

Librarian Susan Therrien conducted a demonstration of BrowseAloud on the library website.

**9) COMMITTEE REPORTS**

**10) ADMINISTRATIVE BUSINESS**

**Correspondence**

**a) Notes of appreciation from Port Cares and from program participants**

MOVED BY **C. MacMillan** SECONDED BY **V. Catton**

***That the correspondence be received for information purposes.*** Carried.

**Public Relations Report**

a) March Break Programme March 10 – 15, 2014

b) "Library goes modern" The Leader / Niagara This Week. Thu Feb 6, 2014.

c) "The following may offend you" InPort News Thu Feb 20, 2014.

d) "Local library doing its part to stand up to censorship" The Leader / Niagara This Week.  
Thu Feb 27, 2014

e) City Hall News Feb 6, 2014

f) "Taste of Science" The Leader / Niagara This Week. Thu Mar 20, 2014

g) Other Programmes and Promotions :

- "Chromebooks and eReaders have arrived!"

- "Library Downloads Seminar Feb 12, 2014"
- "Black History Month Feb2014"
- "Patron Appreciation Day! Feb 14, 2014" sponsored by Food Basics
- "World War I Centennial Film Series"
- "Film Buffs Discussion Group"
- "Freedom to Read Week Feb 23-Mar 1, 2014"
- "For Adults! Painting with Margaret" Feb 26, March 26
- "Free Tax Clinic" Feb 28, 2014
- "Computer Genealogy" Tuesdays Mar 4 – Apr 1
- "Kids Yoga" Thursdays April 3 - June 5
- "Spring Knitting Classes"
- "Painting with Margaret : Paint a Wooden Easter Bunny!" Sat Apr 12, 2014

MOVED BY **A. Kennerly** SECONDED BY **M. Cooper**

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

Chief Executive Officer's Report

Treasurer's Report

**Director's Report**

- a) **Ontario Library Association Conference** The Director reported on her attendance at the Ontario Library Association Conference this year with Librarian Susan Therrien.
- b) **Performance Appraisals** The Director will be conducting staff performance appraisals using the municipality's process and evaluation form. All city Directors, Managers and Supervisors attended training sessions given by the Human Resources Coordinator on how to deliver the appraisals.
- c) **Co-op Student** Port Colborne High School co-op student Andrew Roesch will be assisting library staff with assigned tasks until June 13<sup>th</sup>, 2014.

MOVED BY **V. Catton** SECONDED BY **C. MacMillan**

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

Circulation Report - none

- 11) **BOARD MEMBER'S ITEMS**
- 12) **NOTICES OF MOTION**
- 13) **DATE OF NEXT MEETING**
- 14) **ADJOURNMENT**

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

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