

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday April 5th, 2016 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: V. Catton, M. Cooper, B. Higgins, C. MacMillan, J. Frenette, H. Cooper

STAFF: J. Parry, S. Therrien

REGRETS: P. Senese, J. Mayne, S.Luey, B. Ingram, A. Kennerly

1) **INVOCATION** delivered by Harmony Cooper

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

That the agenda for the April 5th, 2016 meeting be adopted as circulated. Carried.

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

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **J. Frenette** SECONDED BY **H. Cooper**

That the minutes for the March 8th, 2016 meeting be adopted as circulated. Carried.

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

8) **AGENDA ITEMS**

a) **Governance Policy review**

The Board reviewed and made amendments to the following governance policies :

7. LIBRARY SERVICES	
7.1	Circulation
7.1.1	Membership and Registration
7.1.2	Fines/Fees
8. PUBLIC SERVICES	
8.1	Public Use of Library Facilities
8.1.1	Library Patron Code of Conduct
8.1.6	Public Computer Workstations – Internet Access Policy

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

That the Port Colborne Public Library adopt governance policies 7. LIBRARY SERVICES (7.1 Circulation, 7.1.1 Membership and Registration, 7.1.2 Fines and Fees) and 8. PUBLIC SERVICES (8.1 Public Use of Library Facilities, 8.1.1 Library Patron Code of Conduct, 8.1.6 Public Computer Workstations – Internet Access Policy) as reviewed and amended Tuesday March 8th, 2016. Carried.

b) March Break 2016 Report - report attached

The Director noted that despite the fact that many regular patrons tend to stay away from the library during the March Break, data collected show that in-person visits, computer users and circulation numbers were up during the March Break as compared with a typical week.

c) Capital Projects 2016

There was discussion about a number of capital projects pending. The topic was tabled until the next meeting when the Director can provide more detail on the status of the projects.

d) City of Port Colborne Workplace Anti-Violence Policy

The Director presented the City of Port Colborne's revised administrative workplace violence policies. The new policy incorporated all definitions under Bill 168, roles and responsibilities of the corporation and employees. All municipal employees have received a copy of the new policy, have acknowledged in writing that they have read it, and will have completed online training on Bill 168 training and on WHMIS 2015.

9) COMMITTEE REPORTS

a) Accessibility Advisory Committee

The Board reviewed the proposed alterations to the public washrooms .

10) ADMINISTRATIVE BUSINESS

Correspondence - none

Public Relations Report

a) "Port Library played host to author and illustrator Barbara Reid" March 14, 2016.

Erie Media

b) "A special chapter in the lives of children" March 14, 2016. The Tribune

c) Letter of Thanks to CFUW for sponsorship of March Break author visit.

MOVED BY **H. Cooper** SECONDED BY **J. Frenette**

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

Chief Executive Officer's Report - none

Treasurers Report - none

Directors Report

a) CUPE contract negotiations

The negotiating team met on March 17th, 21st, 23rd, and April 5th. Meetings have been scheduled for April 7th and 12th.

b) Approval of 2015 operating and capital budgets

Memorandum from Treasurer Peter Senese.

MOVED BY **H. Cooper** SECONDED BY **V. Catton**

That the Director's report be received for information purposes. Carried.

Circulation Report -none

- 11) **BOARD MEMBER'S ITEMS**
- 13) **NOTICES OF MOTION**
- 14) **DATE OF NEXT MEETING – Tuesday May 3rd, 2016**

- 15) **ADJOURNMENT**
MOVED BY **H. Cooper** SECONDED BY **V. Catton**
That the meeting be adjourned. Carried.

MARCH BREAK 2016

PROGRAMMES	DELIVERY	ADMISSION FEE	# REG'D	TOTAL ATTENDANCE (INCL. PARENTS, VOLUNTEERS)	LIBRARY REVENUE
Programmes were held in the Auditorium except for <i>Story Time</i> which was held in the Children's Room and <i>Meet Author Barbara Reid</i> which was held in the Atrium.					
Monday, March 14th					
<i>Meet Author Barbara Reid</i> -- 10-11:30 a.m. -- ages 4+ Sponsored by the Canadian Federation of University Women, Welland and District. The only expense was \$22.67 not covered by the donation and was shared with Welland & Pelham libraries.	Presented by Author Barbara Reid	FREE	63	58	0.00
<i>Arts and Crafts with Kyla</i> -- 2-3:30pm – For ages 7 to 12. Event income is 10% of instructor's revenue.	Independent Instructor K. Gramatovich	\$10.00	10	11	\$10.00
<i>Therapy Tails</i> -- 6:30-7:30 pm – For all ages.	Volunteer	FREE	N/A	11	\$0.00
Tuesday, March 15th					
<i>Crafts with Jennie</i> -- 2 back-to-back classes 10-11:00 am & 11:30-12:30 For ages 5 to 8.	1 Staff + Volunteer E. Roseboom	\$5.00	16	17	\$80.00
<i>Extraordinary Experiments</i> -- 2 back-to-back classes 1-2:00 pm & 1:30-2:30 pm – For ages 5 to 8.	2 Library Staff	\$2.00	27	30	\$52.00
Wednesday, March 16th					
<i>Story Time</i> -- 10:30-11:30 am – up to age 6	1 Library Staff	FREE	N/A	9	\$0.00
<i>Library Bingo</i> -- 10:00-11:30 am -- all ages	Library Staff + 2 Volunteers E. Roseboom, F. Sibley	FREE	N/A	64	\$0.00
<i>Arts and Crafts with Kyla</i> -- 2-3:30pm – For ages 7 to 12. Event income is 10% of instructor's revenue.	Independent Instructor K. Gramatovich	\$10.00	10	11	\$10.00
Thursday, March 17th					
<i>Tot Time</i> -- 10:30-11:30 am – For ages 2 to 4 .	1 Library Staff + 1 volunteer, F. Sibley	\$1.00	7	16	\$7.00
<i>Crafts with Margaret</i> -- 2 back-to-back classes 1-2:00 pm & 1:30-2:30 pm – For ages 6 and older.	1 Library Staff +1 volunteer, E. Roseboom	\$5.00	27	28	\$135.00
Friday, March 18th					
<i>Yoga for Kids</i> -- 9:00-9:45 am – ages 4 to 10 Event income is 10% of instructor's revenue.	Independent Instructor N. Esposito	\$4.00	17	18	\$6.80
<i>Crafts with Stacey</i> -- 2 back-to-back classes 10-11:00 am & 11:30-12:30 – For ages 6 and older.	1 Library Staff + 2 volunteers S. Cheveraty & F. Sibley	\$5.00	25	27	\$125.00
<i>Arts and Crafts with Kyla</i> -- 2-3:30pm – For ages 7 to 12. Event income is 10% of instructor's revenue.	Independent Instructor K. Gramatovich	\$10.00	10	11	\$10.00
TOTALS			212	311	\$435.80

TOTAL REVENUE: \$435.80 (Staff craft programmes = \$399.00 ; Volunteer-Run Programs = \$36.80)
TOTAL EXPENSES: \$141.54 (program/craft expenses and Bingo prizes = \$88.87 ; Barbara Reid presentation = \$22.67 ; Volunteer Appreciation = \$30.00)
NET PROFIT: \$294.26

The aim of the March Break Programme is to provide a variety of activities for a nominal fee or at no cost. Ideally, the programme operates on a cost-recovery basis. **NOTE:** The Barbara Reid author presentation was sponsored by the Canadian Federation of University Women, Welland and District. Tickets were free.

COORDINATION AND DELIVERY: March Break 2016 was coordinated by Librarian, Susan Therrien. In-house craft programmes were designed and delivered by library staff, as was *Library Bingo*. Library staff is responsible for the design and dissemination of promotional material. Volunteers delivered specialized programming. Special thanks to volunteers Ellyanna Roseboom, Sage Cherevaty, and Flora Sibley for assisting. In response to the recommendation from prior years, craft programmes were offered back-to-back.

PROMOTION

- March Break flyer – 8 ½ x 11 double sided. 1715 flyers were printed. Distributed to: Elementary schools = 1585 flyers ; Ontario Early Years, Homeschoolers Association, in-house = 130 flyers
- Activities were Advertised on: Website, Facebook, Local and Digital Newspapers.

RECOMMENDATIONS FOR MARCH BREAK 2017: All programmes were sold out. In 2017, we will continue to offer craft programmes back-to-back whenever possible.

March Break 2016 (March 12 - 19)	In-person Visits March Break 2016	In-person visits Typical Week Feb. 20-27, 2016	Computer Users March break 2016 (including wireless)	Computer Users Typical Week Feb. 20-27, 2016	Circulation March Break 2016	Circulation Typical Week Feb. 20-27, 2016
Sat. Mar. 12	277	259	45	50	403	306
Mon. Mar. 14	421	307	82	59	521	446
Tues. Mar. 15	368	284	64	65	369	391
Wed. Mar. 16	332	187	40	36	373	285
Thurs. Mar. 17	335	273	60	48	381	418
Fr. Mar. 18	299	239	42	46	342	403
Sat. Mar. 19	348	259	45	48	389	342
TOTAL	2380	1808	378	352	2778	2591
Difference	+572		+26		+187	
Daily Average	340	258	54	50	397	370

MUSEUM MARCH BREAK PROGRAMME				
Held in the Archives & conducted by Museum staff & volunteers. The Library included the Museum's programme with its own March Break promo materials. Intake for registration & fee collection was done at the library.		ADMISSION FEE	NUMBER REGISTERED	MUSEUM REVENUE
Wednesday, March 16th				
20,000 Leagues Under the Sea -- 2:00-3:30 pm -- ages 6 to10		\$2.00	15	\$30.00