

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday August 12, 2014 – 5:30 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

**BOARD:** C. MacMillan, B. Higgins, V. Catton, M. Cooper

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

**REGRETS:** R. Heil, B. Steele, P. Senese, T. Cobain, J. Sammut, A. Kennerly, D. Miller,

1) **INVOCATION** delivered by Michael Cooper

2) **CHAIRPERSON'S REMARKS** In Mr. Miller's absence, Cheryl MacMillan assumed the chair.

3) **APPROVAL OF AGENDA**

MOVED BY **V. Catton** SECONDED BY **B. Higgins**

*That the agenda for the August 12, 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 **M. Cooper** SECONDED BY **V. Catton**

*That the minutes for the July 8, 2014 meeting be adopted as circulated.* Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

a) **NOTICE OF MOTION - Ms Kennerly re : "Ride to Read" Programme**

MOVED BY **M. Cooper**, SECONDED BY **V. Catton**

**WHEREAS** *The Port Colborne Library Board would like to participate in the Welland Transit / Port Colborne Transit "Ride to Read" summer programme for children.*

**AND WHEREAS** *The Library Board is of the opinion that the King St. flag stop on the current transit route is located at an unsafe place for children and library users to board and disembark the bus due to the need for users to cross at a high-traffic location where there is no legal crosswalk.*

**NOW, THEREFORE** *The Port Colborne Public Library Board asks the Director of Library Services to draft a letter to present to the Port Colborne Transit Advisory Committee. The letter will thank the Transit System for the opportunity to participate in the programme, express the Board's concerns, and recommend making an alteration to the route that would provide a safe, dedicated bus stop for library and museum users.*

**AND FURTHER,** *That the support and input of the Museum Board be sought.*  
Carried.

The Board reviewed the draft letter presented by the Director as instructed at the July meeting.

MOVED BY **V. Catton**, SECONDED BY **B. Higgins**

***That the Port Colborne Public Library Board approve the letter with regard to the “Read to Ride” Program as presented by the Director of Library Services and further, that said letter be forwarded to the Transit Advisory Committee.*** Carried.

**8) AGENDA ITEMS**

**a) Telecommunications Cost comparison – progress report**

The Board reviewed the information collected to date on telecommunications cost comparisons for the library. Additional information will be presented at the September meeting, with a final report scheduled for October.

**9) COMMITTEE REPORTS**

**10) ADMINISTRATIVE BUSINESS**

Correspondence

**Public Relations Report**

**a) “August 2014 events at the Port Colborne Public Library”.**

**b) Press coverage of WWI Centenary Commemoration Ceremony held Aug. 5<sup>th</sup>, 2014.**

MOVED BY **B. Higgins** 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) Tender for Furniture and Carpeting**

Chris Lee, Manager of Projects and Design has put together a multiple-site tender for facility upgrades. The library’s flooring and furniture needs have been addressed in the project and the tender closing is August 18<sup>th</sup>. The carpeting to be replaced is 17 years old and in high traffic areas, the furnishings are more than 35 years old. **Mr. Lee’s assistance and the support of the Engineering and Operations Department is greatly appreciated.**

**b) Energy Awareness at the library**

The Director reported on a visit by Energy Manager Maged Kafafy, whose 12 month position is funded by the SaveONEnergy for our local hydro provider, CNP. During Maged’s tour of the library he made some very practical and do-able suggestions for optimizing energy use, increasing comfort and reducing costs.

**c) Library / Museum programming partnerships**

This year's partnership efforts with the museum have been very successful. We are sharing facilities, grounds, resource material, staff, expertise and equipment. This helps us to work smarter, and provide a higher level of service to our users. Library users are discovering the museum and museum users are discovering the library. For example, following the August 5<sup>th</sup> WWI Centenary Commemoration Ceremony held at the Archives building attendees were invited to view a documentary film at the library and a WWI exhibit at the museum. A 6-week cursive writing programme offered at the library culminated in a visit to the museum school house to use a quill and inkwell. Library drama club participants used the Archives building to put on their play for parents and press, and the end-of-summer reading club party is traditionally held in the Archives building. Cooperative efforts between the museum and library support the concept of The Cultural Block – one stop for information, education, and recreation.

MOVED BY **V. Catton** SECONDED BY **B. Higgins**

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

Carried.

Circulation Report

**11) BOARD MEMBER'S ITEMS**

Valerie Catton supports the integration of library and museum programming. She suggests that the library offer programmes to complement pioneer themes, especially during festival times such as Christmas.

**12) NOTICES OF MOTION**

**13) DATE OF NEXT MEETING**

**14) ADJOURNMENT**

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

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