

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday August 11<sup>th</sup>, 2015 – 5:30 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

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

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

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

### 1) INVOCATION

### 2) CHAIRPERSON'S REMARKS

Chair Michael Cooper welcomed new Library CEO Scott Luey to the Board Meeting.

### 3) APPROVAL OF AGENDA

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

*That the agenda for the August 11<sup>th</sup>, 2015 meeting be adopted as amended.* Carried.

4) DECLARATION OF CONFLICT OF INTEREST – none

5) DELEGATIONS – none

### 6) MINUTES OF THE PREVIOUS MEETING

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

*That the minutes for the July 7<sup>th</sup>, 2015 meeting be adopted as circulated.* Carried.

7) BUSINESS ARISING FROM THE MINUTES - none

### 8) AGENDA ITEMS

#### a) Library Capital Budget – orientation / review / background

The Board reviewed the 5 year capital budget and the projects completed since the major renovation in 1996. Board documents continue to serve and direct capital works plans and expenditures. The Mission Values and Goals, The Building Conservation Fund Plan and the establishment of The Cultural Block ensure that the focus and priority of capital expenditures is on issues directly related to Accessibility, Building Infrastructure, Technology and Attractiveness with the goal of “*Providing a secure, accessible and welcoming environment where people of all ages feel free to brows, study and meet others. And further, to create a contemporary, attractive destination of interest that delivers quality service.*”

*The Director will have a rough draft of the capital budget ready for the October meeting of the Board.*

9) COMMITTEE REPORTS

a) Accessibility Advisory Committee – no report

### 10) ADMINISTRATIVE BUSINESS

#### Correspondence

a) Robert Heil to Library Board – letter of thanks

b) Library Board to Port Colborne Transit Advisory Committee – letter of thanks

MOVED BY **C. MacMillan** SECONDED BY **B. Higgins**

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

**Public Relations Report**

Press Items

- a) "Playcrafts fun at Port Colborne Public Library" Erie Media July 15, 2015
- b) "Council approves Port transit changes" The Tribune July 16, 2015
- c) "First women's vote in Canada recreated" Erie Media July 22, 2015
- d) "Re-enacting a wonderful tradition" Erie Media July 28, 2015

Programmes

- a) Ride to Read at the Port Colborne Public Library July and August 2015
- b) Dan the Music Man Friday August 14, 2015 (free outdoor music concert sponsored by the Port Colborne Lions Club)

Newsletter

- a) Just for Kids at the Port Colborne Public Library... (Summer newsletter insert for August and September children's programs)

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

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

Chief Executive Officer's Report - none

Treasurer's Report - none

Directors Report - none

**Circulation Report**

- a) 2<sup>nd</sup> Quarter 2015

MOVED BY **B. Higgins** SECONDED BY **C. MacMillan**

***That the Circulation report for the 2<sup>nd</sup> Quarter of 2015 be received for information purposes.*** Carried.

- b) FOPL Data Report – Circulations per capita and per active cardholder  
The Board reviewed the data report published by the Federation of Ontario Public Libraries. In municipalities with resident populations greater than 15,000 and fewer than 30,000, Port Colborne ranked 7<sup>th</sup> out of 31 libraries in circulations per capita and 13<sup>th</sup> out of 31 libraries in circulations per active library cardholder.

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING**

14) **ADJOURNMENT**

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

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