

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday August 30<sup>th</sup> 2016 – 6:00 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

**BOARD:** A. Kennerly, J. Mayne V. Catton, M. Cooper, J. Frenette, H. Cooper, B. Higgins, B. Ingram

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

**REGRETS:** C. MacMillan

- 1) INVOCATION
- 2) CHAIRPERSON'S REMARKS
- 3) **APPROVAL OF AGENDA**

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

*That the agenda for the August 30<sup>th</sup> 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 **H. Cooper** SECONDED BY **V. Catton**

*That the minutes for the July 12<sup>th</sup>, 2016 meeting be adopted as circulated.* Carried.

- 7) BUSINESS ARISING FROM THE MINUTES – none

- 8) **AGENDA ITEMS**

- a) **2015 Financial Report – City of Port Colborne Public Library Board – presented by Treasurer Peter Senese**

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

*That the Port Colborne Public Library Board approve the Draft Financial Report – City of Port Colborne Public Library Board, December 31, 2015 prepared by independent auditor Grant Thornton and presented by Treasurer Peter Senese.* Carried.

- b) **Variance Report - Statement of Operations – August 25, 2016**

The Director reviewed the status of the Library's 2016 operating budget. With 4 months left in the year, revenues and expenses reflect fall within predicted parameters.

MOVED BY **B. Higgins** SECONDED BY **J. Frenette**

*That the Board receive the Variance Report dated August 25<sup>th</sup>, 2016 for information purposes.* Carried.

- c) **Governance Policy – 7.1.2 Fines and Fees - recommended revision**

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

*That the age for borrowing adult music CDs be lowered to 14 years of age or older.  
That the Port Colborne Public Library board Policy 7.1 Circulation, be revised to reflect the change.* Carr

- 9) COMMITTEE REPORTS  
a) Accessibility Advisory Committee - none

- 10) ADMINISTRATIVE BUSINESS  
Correspondence - none

**Public Relations Report**

**a) Facebook Posts**

The Board recognizes the excellent contribution made by library employees Jennie Sider and Stacy Hol for their upkeep of the library's Facebook page. Their creativity and diligence ensures that the library is well promoted via social media.

**b) Free bottled water distributed to library patrons**

Between July 13 and August 13, during the summer heat wave, the library distributed almost 500 bottles of water at no cost to patrons who were encouraged to use the library as a cooling station. The cost of the water was \$40.55 – value of the goodwill : priceless!

**c) Complaint about exhibit**

**d) Port Colborne Leisure Guide – Fall 2016 / Winter 2017**

MOVED BY **H. Cooper** SECONDED BY **B. Ingram**

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

Chief Executive Officer's Report - none

Treasurers Report - none

**Directors Report**

**a) New Part Time Staff Hiring**

The Director commended Tammy Morden in the municipality's Human Resources department for her assistance and support in the recent hiring of 3 part time employees.

Tammy looked after posting the position, plotting the qualifications of more than 60 applicants into a matrix weighted to reflect the library's requirements. She assisted with several extensive rounds of interviews and provided a day of training to the successful candidates. Many thanks to Tammy from the Library Board and staff.

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

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

Circulation Report

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

MOVED BY **J. Frenette** SECONDED BY **B. Ingram**

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