

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday December 3rd 2013 – 5:30 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: T. Cobain, D. Miller, C. MacMillan, M. Cooper,

STAFF: J. Parry, S. Therrien,

REGRETS: J. Sammut, B. Steele, B. Higgins, A. Kennerly, P. Senese, R. Heil

- 1) **INVOCATION** delivered by
- 2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

MOVED BY **T. Cobain** SECONDED BY **C. MacMillan**

That the agenda for the December 3rd, 2013 meeting be adopted as circulated. Carried.

- 4) **DECLARATION OF CONFLICT OF INTEREST** – none
- 5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the November 5th, 2013 meeting be adopted as circulated. Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

8) **AGENDA ITEMS**

- a) **Library Hours Tuesday December 31st, 2013**

MOVED BY **M. Cooper** SECONDED BY **T. Cobain**

That the library close to the public at 1:00 pm on New Year's Eve day: Tuesday December 31st, 2013. Library staff may work the full day, or take vacation time or banked time.

Carried.

- b) **Draft procedures for in-house loan of Google Chromebooks, and Circulating loan of Sony e-readers.**

Staff presented the very preliminary procedures for the loan of Chromebooks and e-readers. In planning the loan of these resources the library is relying on the experiences of other public libraries. Board members provided further suggestions which will be incorporated into the procedures. Staff plan on having the items in hand for the January Board meeting.

- 9) **COMMITTEE REPORTS**
- 10) **ADMINISTRATIVE BUSINESS**
Correspondence

Public Relations Report

- a) *"City Hall News: A Newsletter written by Staff for the Residents of Port Colborne."*
November 21, 2013

MOVED BY **T. Cobain** SECONDED BY **A. Kennerly**

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

Chief Executive Officer's Report
Treasurer's Report

Director's Report

a) **HVAC Replacement**

Save On Energy is a programme offered by Ontario Power Authority. It provides substantial financial incentives to encourage the replacement of existing HVAC equipment with energy efficient equipment and new control system that will provide savings and improve efficiency. The Director is currently working with Chris Lee, Manager of Projects and Design to put together a tender for the replacement of the Library's HVAC system.

b) **Joint Job Evaluation Committee**

The Director has been seconded to sit on a committee to evaluate all unionized positions in the corporation. Bi-weekly meetings began in December and will continue through the spring.

c) **Part Time Position**

The Director will begin interviewing candidates for this position in the new year.

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

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

Carried.

Circulation Report

a) **3rd Quarter Report**

MOVED BY **M. Cooper** SECONDED BY **T. Cobain**

That the 3rd Quarter 2013 Circulation Report be received for information purposes.

Carried.

11) BOARD MEMBER'S ITEMS

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING

14) ADJOURNMENT

MOVED BY **T. Cobain** SECONDED BY **C. MacMillan**

That the meeting be adjourned. Carried.