

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday December 6th, 2016 – 6:00 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE

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

STAFF: J. Parry, S. Therrien

REGRETS: A. Kennerly, S.Luey, P. Senese,

- 1) INVOCATION
- 2) CHAIRPERSON'S REMARKS

3) APPROVAL OF AGENDA

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

That the agenda for the December 6th, 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 **B. Ingram** SECONDED BY **V. Catton**

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

7) BUSINESS ARISING FROM THE MINUTES

a) Sponsorship

There was further informal discussion on sponsorship policy and the policies, practices, and philosophies of other libraries. The Director reported that she communicated the Board's decision to Montgomery Partners.

8) AGENDA ITEMS

a) Review of 2015 Annual Survey submission

The Board reviewed the 2015 annual survey submission. The completion of this survey is a requirement for public libraries to receive annual provincial operating grants. Survey results are grouped by population size and may be compared with other libraries of similar sizes. The survey includes data on staffing, collection size, circulation, education, service delivery costs etc.

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

10) ADMINISTRATIVE BUSINESS

Correspondence

a) Patron concern regarding Children's services

The Director and Board reviewed and discussed a library patron's letter of concern with regard to Children's services. The Board instructed the Director in the wording of a response consistent with the Board's position.

MOVED BY **B. Ingram** SECONDED BY **B. Higgins**

That the correspondence be received for information purposes. Carried.

Public Relations Report

- a) Toy Drive – Fire Department and Port Cares
- b) Mitten Tree
- c) Atrium – “*Lakeshore Catholic Connects with Community Living*” – photography
- d) Holiday Events

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 - none

Circulation Report - none

10) BOARD MEMBER’S ITEMS

11) NOTICES OF MOTION

12) DATE OF NEXT MEETING

13) ADJOURNMENT

MOVED BY **C. MacMillan** SECONDED BY **A. Kennerly**

That the meeting be adjourned. Carried.