

# MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday February 6<sup>th</sup>, 2013 – 5:30 p.m.

Port Colborne Public Library Auditorium

## ATTENDANCE

**BOARD** : D. Miller, J. Sammut, A. Kennerly, T. Cobain

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

**REGRETS** : R. Heil, P. Senese, B. Steele, C. MacMillan, B. Higgins

1) **INVOCATION** delivered by A. Kennerly

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

MOVED BY **A. Kennerly** SECONDED BY **J. Sammut**

*That the agenda for the February 6<sup>th</sup>, 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 **J. Sammut** SECONDED BY **T. Cobain**

*That the minutes for the January 8<sup>th</sup>, 2013 meeting be adopted as circulated.* Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

8) **AGENDA ITEMS**

### a) **Policies re: volunteers – working session**

Board members prepared for this agenda item by reviewing the policies of other libraries and agencies and used most of the meeting to draft a volunteer policy for the library. The revised product, along with a volunteer application form, will be presented at the March meeting of the Board.

MOVED BY **J. Sammut** SECONDED BY **T. Cobain**

*That the 1<sup>st</sup> draft of the Port Colborne Public Library Volunteer Policy be amended as discussed, to be revised and brought forward as a 2<sup>nd</sup> draft at the March 2013 meeting.*

Carried.

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

*That Agenda item b) and the Director's Report be tabled until the March 2013 meeting.*

Carried.

### b) **"Cut to the Chase : Ontario Public Library Governance"** – review of materials

9) **COMMITTEE REPORTS**

10) **ADMINISTRATIVE BUSINESS**

### Correspondence

a) Port Cares : Letter of thanks for donation of books, winter clothing and toys to the Christmas Programme

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

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

Public Relations Report .  
Chief Executive Officer's Report - none  
Treasurer's Report - none

**Director's Report**

- a) **Lighting and ceiling tile removal / replacement**
- b) **Southern Ontario Library Service : Staff Training Winter 2013**

Circulation Report

- 11) **BOARD MEMBER'S ITEMS**
- 12) **NOTICES OF MOTION**
- 13) **DATE OF NEXT MEETING** Tuesday March 5<sup>th</sup>, 2013 5:30 pm
- 14) **ADJOURNMENT**

MOVED BY **A. Kennerly** SECONDED BY **J. Sammut**

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