

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD

Tuesday February 10th, 2015 - 5:30 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: V. Catton, M. Cooper, C. MacMillan, B. Higgins, D. Miller, J. Mayne

STAFF: J. Parry, S. Therrien, R. Heil,

REGRETS: A. Kennerly, P. Senese, B. Ingram

CALL TO ORDER

1) **INVOCATION**

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

That the agenda for the February 10th, 2015 meeting be adopted as amended.

Carried.

6) **DECLARATION OF CONFLICT OF INTEREST** – none

7) **DELEGATIONS** – none

8) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **B. Higgins** SECONDED BY **V. Catton**

That the minutes for the January 13th, 2015 meeting be adopted as circulated.

Carried.

9) **BUSINESS ARISING FROM THE MINUTES** – none

10) **AGENDA ITEMS**

a) **Procurement By-Law** – Mr. Heil

An explanation of the procurement by-law, municipal accounting practices, the Financial Information Return and other financial matters of relevance to the library board.

b) **Statement of Operations** – Jan 30th 2015

MOVED BY **D. Miller** SECONDED BY **C. MacMillan**

That the Port Colborne Public Library Board accept the Statement of Operations dated January 30th, 2015 for information purposes. Carried.

c) **Accessible Customer Service Training** – 30 minutes

- tabled until the March meeting.

d) **Exhibit Agreement**

The Board reviewed the agreement which outlines the terms and conditions under which the framed photographs belonging to William Thomas will be exhibited at the library. The agreement has been signed by Mr. Heil as Library CEO.

MOVED BY **C. MacMillan** SECONDED BY **V. Catton**
That the Port Colborne Public Library Board accept the Exhibit Agreement between William Thomas and the Port Colborne Public Library Board and instruct the Director to proceed with fulfilling the terms of the agreement. Carried.

- 11) COMMITTEE REPORTS
- 12) **ADMINISTRATIVE BUSINESS**
Correspondence

Public Relations Report

- a) News and Events – February/March 2015
- b) March Break 2015
- c) February 2015 at the Library - calendar
- d) “Reading Rocks” The Leader Thurs. Jan 8th, 2015
- e) City Hall News – February 2015

MOVED BY **D. Miller** SECONDED BY **B. Higgins**
That the Public Relations report be received for information purposes. Carried.

Chief Executive Officer’s Report
Treasurer’s Report
Director’s Report
Circulation Report

- 13) **BOARD MEMBER’S ITEMS**
- 14) **NOTICES OF MOTION**
- 15) **DATE OF NEXT MEETING**
- 16) **ADJOURNMENT**

MOVED BY **B. Higgins** SECONDED BY **C. MacMillan**
That the meeting be adjourned. Carried.