

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday February 9th, 2016, – 5:30 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE

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

STAFF: J. Parry, S. Therrien,

REGRETS: P. Senese, J. Mayne, S.Luey

1) **INVOCATION** delivered by H. Cooper

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

MOVED BY **C. MacMillan** SECONDED BY **J. Frenette**

That the agenda for the Feb. 9th, 2016 meeting be adopted as amended. Carried.

4) DECLARATION OF CONFLICT OF INTEREST – none

5) DELEGATIONS – none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the Dec. 8th, 2015 meeting be adopted as circulated. Carried.

7) BUSINESS ARISING FROM THE MINUTES – none

8) **AGENDA ITEMS**

a) Men's Washroom – accessibility inspection

Led by Accessibility Advisory Committee chair, Bryan Ingram, the Board inspected both the men's and women's public washroom for the purpose of addressing accessibility deficiencies. Mr. Ingram was able to point out problems and suggest solutions that can be completed in 2016 with capital funds budgeted specifically for this purpose. The director will put together a summary of the findings to be discussed at the March meeting.

b) Final Budget 2016

The director presented the final library operating budget as approved by council on January 26th. Treasurer Peter Senese requested a reduction of \$6,000 to bring the library's budget down to a 2.1% increase over the previous year. \$3,000 was taken from the Library's Development Charges reserves and the remaining \$3,000 came from deductions in DVDs, Music CDs, Books in Adult and Children's Fiction, and Adult and Children's Non-Fiction.

c) Summary of base Grants – an orientation document

The Director presented a summary of government grants Ontario public libraries receive from the Ministry of Tourism Culture and Sport. This document will be included in future orientation materials

- 9) COMMITTEE REPORTS
a) Accessibility Advisory Committee

10) **ADMINISTRATIVE BUSINESS**
Correspondence

Public Relations Report

Programmes and Newsletter

- a) News and Events – January / February 2016
b) Meet Barbara Reid – Monday March 14, 2016
c) March Break 2016

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

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

Chief Executive Officer's Report - none
Treasurers Report - none

Directors Report

- a) HVAC repairs
Replacement of all units scheduled to begin in the spring of this year.
b) Wednesday staff meetings
The director listed the issues that arise at the weekly staff meetings. Topics include Health and Safety, Customer Service, Programming, Collection Development, Technology, Scheduling, Staff Training, Patron incidents.
c) Canadian/American currency rates and implications for operating budget
d) Public Library support of Syrian refugees
The board reviewed resources available to libraries title "How Public Libraries Can Welcome Syrian Refugees". Librarian Susan Therrien reported on resources in the library on learning English for Arabic speakers.
e) Ontario Public Library Statistics
f) Collective agreement

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

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

Circulation Report

- a) 4th quarter 2015 and year-end 2015

Total circulation of library materials has increased over the previous year as have the number of computer users, homepage and online catalogue hits, social media participation and number of library patrons who are opting for e-mail rather than postal notice of overdue items.

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

That the Circulation report for 2015 be received for information purposes.

Carried.

11) BOARD MEMBER'S ITEMS

- Mr. Higgins requested that the board receive updates on union negotiations as they become available
- Mr. Cooper requested that we begin a review of board policy documents at the next meeting

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING

14) ADJOURNMENT

MOVED BY **J. Frenette** SECONDED BY **V. Catton**

That the meeting be adjourned. Carried.

