

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday January 8th, 2013 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE **BOARD:** D. Miller, A. Kennerly, J. Sammut, B. Higgins,
T. Cobain, C. MacMillan
STAFF: J. Parry, S. Therrien
REGRETS: R. Heil, P. Senese, B. Steele

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

2) **CHAIRPERSON'S REMARKS**

The Chair discussed ideas for a memorial to Board member John Tomiuck who passed away in November of 2012. Mr. Tomiuck served on the Port Colborne Public Library Board from 2001 to 2012. The Director will present some options at the March meeting.

3) **APPROVAL OF AGENDA**

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

That the agenda for the January 8th, 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 **T. Cobain** SECONDED BY **C. MacMillan**

That the minutes for the November meeting be adopted as corrected. Carried.

7) **BUSINESS ARISING FROM THE MINUTES** - none

8) **AGENDA ITEMS**

a) Status of Building Improvements

The Director reported on the capital improvements currently in progress at the Library. They involve the removal and replacement of lighting in the entire building and ceiling tiles in the Adult Fiction and Non-Fiction rooms. The work is being done by a contractor pre-approved by the municipality under the *Energy Conservation and Demand Management Plan*. This federal initiative helps public agencies become more energy efficient. The *Plan* made it possible for the library to replace obsolete and non-energy efficient fluorescent bulbs and ballasts at a very significant cost saving. Many thanks to city employees Chris Lee, Manager of Projects and Design and Darlene Suddard, Environmental Compliance Supervisor for their assistance and guidance.

b) ACM removal and disruption to service

The removal, disposal and replacement of ceiling tiles in the adult fiction and non-fiction rooms will require closing the two rooms for a period of 7 to 10 days. The rooms will be sealed off and neither staff nor patrons will be able to enter until the job is completed. Because of the large amounts of dust generated, air quality tests must be done before the room is unsealed. During this time, staff will select fiction and non-fiction material and make it available for patrons in the atrium.

c) Governance Policy for Electronic Transfers

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

That the Port Colborne Public Library Board adopts the following policies regarding Finance:

6. FINANCIAL POLICIES

6.1 Banking

6.1.1 Bank Accounts

In accordance with the Public Libraries Act, R.S.O. 1990,c. P44 s. 15(4b), the treasurer will open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the Board.

6.1.2 Signing Officers of the Board

Signing authority for the bank account in the name of the Port Colborne Public Library shall be granted to the Chair and Vice Chair of the Board, and to the Secretary and Treasurer of the Board. All cheques or other orders for the payment of money in the name of the Port Colborne Public Library shall be signed by two officers, one of whom must be the Chair or Vice Chair and the second must be the Treasurer or Secretary.

6.1.3 Electronic Funds Transfer

The library shall authorize the Province of Ontario to make all payments by direct deposit into the library's bank account. Public Library Operating Grants, Pay Equity Grants and any other funds from government sources shall be deposited directly into the library board bank account via Electronic Funds Transfer.

6.1.4 Transfer of Funds to Municipality

At any time, by a motion of the library board, the Treasurer may transfer funds from the public library bank account to a municipality bank account to pay public library board bills. Carried.

d) Advocacy Videos

Tabled for a future meeting.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report

a) Press Coverage

Press coverage included a story about a December author reading and book signing, the promotion of the library mitten tree, an announcement that the Library will be receiving a public access defibrillator and coverage in the City Hall News about programmes offered and new resources in 2013.

MOVED BY **A. Kennerly** SECONDED BY **B. Higgins**

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

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report

Circulation Report

The circulation report for the year 2012 indicates no significant change in overall circulation of library materials from 2011. As well, library receipts remain the same as 2011. Library homepage hits have increased by 9465 over 2011.

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

That the Circulation report for 2012 be received for information purposes. Carried.

11) BOARD MEMBER'S ITEMS

Cheryl MacMillan requested that time be taken at the next meeting to discuss the Ontario Library Boards' Association document titled "*Cut to the Chase: Ontario Public Library Governance at-a-glance*". Board members were given copies of the document to review.

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING Tuesday February 5th, 2012, 5:30 p.m.

14) ADJOURNMENT

MOVED BY **B. Higgins** SECONDED BY **A. Kennerly**

That the meeting be adjourned. Carried.