

# MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday January 14<sup>th</sup>, 2014 – 5:30 p.m.

Port Colborne Public Library Auditorium

## ATTENDANCE

**BOARD:** T. Cobain, D. Miller, C. MacMillan, M. Cooper, B. Higgins, V. Catton

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

**REGRETS:** J. Sammut, B. Steele, A. Kennerly, P. Senese, R. Heil

1) **INVOCATION** delivered by T. Cobain

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

MOVED BY **M. Cooper** SECONDED BY **B. Higgins**

*That the agenda for the January 14<sup>th</sup>, 2014 meeting be adopted as circulated.* Carried.

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

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **C. MacMillan** SECONDED BY **T. Cobain**

*That the minutes for the December 5<sup>th</sup>, 2013 meeting be adopted as circulated.* Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

8) **AGENDA ITEMS**

a) **2014 Revenue Generation**

The Director presented the strategies for increasing revenue generation in 2014.

They include :

- New ideas for marketing and promotion of the on-going booksale. New marketing efforts implemented in November 2013 resulted in a significant increase in revenue that month over the same period in 2012.
- Offering more craft programming to adults instead of only offering children's craft programmes. Take advantage of skills library staff members have acquired through their personal interests.

Board members discussed revenue generation and contributed further ideas.

b) **Chromebook / e-reader Lending**

Board members reviewed the draft procedures and policies for the loan of Chromebooks and eReaders at the library. Library staff researched the practices of other public libraries in developing procedures for Port Colborne. This new service gives library users two more ways to access the digital world.

c) **WWI Programming**

To commemorate the 100<sup>th</sup> anniversary of the First World War, the Port Colborne Library is presenting a monthly documentary film series during the entire year of 2014. The Board reviewed the brochure which provides a listing and description of the films. The programme was designed by Librarian Susan Therrien who also conducts the monthly event.

d) **December library visits**

The director presented figures to illustrate library-use patterns during the month of December. Figures for in-person visits to the library spiked on Monday 23 and 30 of December 2013.

This indicates that :

- a) Library users plan their visits to the library just prior to days that the library is closed for a statutory holiday, ensuring that they have enough library materials on hand to “tide them over” until the library opens again.
- b) People rely on the library for materials to use in their leisure time i.e. during a statutory holiday.

**9) COMMITTEE REPORTS**

**10) ADMINISTRATIVE BUSINESS**

Correspondence

**Public Relations Report**

- a) “Library Begins WWI Film Series” The Leader/Niagara This Week. Thu Jan 9, 2014
- b) Tot-Time with Stacey – bi monthly on Thursdays January – March 2014
- c) Download Seminar – Saturday January 18<sup>th</sup>, 2014

MOVED BY **C. MacMillan** SECONDED BY **V. Catton**

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

Chief Executive Officer’s Report

Treasurer’s Report

**Director’s Report**

a) HVAC Replacement

Save On Energy is a programme offered by Ontario Power Authority. It provides substantial financial incentives to encourage the replacement of existing HVAC equipment with energy efficient equipment and new control system that will provide savings and improve efficiency. The Director is currently working with Chris Lee, Manager of Projects and Design to put together a tender for the replacement of the Library’s HVAC system.

b) Joint Job Evaluation Committee

The Director has been seconded to sit on a committee to evaluate all unionized positions in the corp. Bi-weekly meetings began in Dec. and will continue through the spring.

c) Part Time Position

The Director will begin interviewing candidates for this position in the New Year.

MOVED BY **T. Cobain** SECONDED BY **M. Cooper**

***That the Director of Library Services Report be received for information purposes.*** Carried.

**Circulation Report**

a) **2013 Year Statistics and Analysis**

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

***That the 2013 year-end Circulation Report be received for information purposes.*** Carried.

**11) BOARD MEMBER’S ITEMS**

**12) NOTICES OF MOTION**

**13) DATE OF NEXT MEETING**

**14) ADJOURNMENT**

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

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