

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday January 10th, 2017 – 6:00 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: B. Ingram, J. Frenette, M. Cooper, H. Cooper, C. MacMillan, J. Mayne

STAFF: J. Parry, S. Therrien

REGRETS: V. Catton, B. Higgins, S.Luey, P. Senese,

1) INVOCATION

2) CHAIRPERSON'S REMARKS

3) **APPROVAL OF AGENDA**

Error noted : Ann Kennerly was present at the December 6th, 2016 meeting. The minutes for that meeting list her as absent.

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

That the agenda for the January 10th, 2017 meeting be adopted as circulated. Carried.

4) DECLARATION OF CONFLICT OF INTEREST – none

5) DELEGATIONS – none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the December 6th, 2016 meeting be adopted as corrected. Carried.

7) BUSINESS ARISING FROM THE MINUTES

8) **AGENDA ITEMS**

a) **2016 Year End Report on Statistics and Revenues**

Librarian Susan Therrien presented the report which highlighted trends that have emerged over the past 6 years, including :

- Both circulation and revenues have remained consistent with no significant decrease since 2011.
- Patron use of computers, social media and electronic resources has increased steadily since their introduction.
- Increasingly, the wireless internet access has become a major draw for residents requiring greater bandwidth.
- Revenue from the library's ongoing sale of used books has more than doubled since 2011.

b) **Employee Engagement Survey Results**

Tabled until the CEO and Human Resources Coordinator can attend the meeting to present

c) **Memorandum of Understanding – policy development working session.**

The Director discussed the need for a document that outlines the roles and responsibilities of the Library Board and the Municipality with respect to services provided by the City to the Board and the Board to the City. The Director has collected agreements from other Public Library Boards in Ontario, however since the relationship between a given Library Board and Municipality is unique, the document

will need to be customized to our particular circumstances. The document will clarify the relationship and put in writing the practices currently in place with regard to Payroll, Human Resources, Accounting, Facility Maintenance and the like. The Director will continue to develop the policy.

- 9) COMMITTEE REPORTS
a) Accessibility Advisory Committee – none

10) ADMINISTRATIVE BUSINESS

Correspondence - none

Public Relations Report

- a) **Holiday Programming Report**
During the December/January holiday break, programmes offered by the library were well attended by elementary school aged children. Based on the popularity of these events, the library will continue to offer programming at this time of year.
- b) **Used Book Sale**
2016 revenue forecast to surpass 2015 amount.
- c) **Atrium – “Drenched in Colour : Baby Quilts as Wall Art” - quilts by Adele Overend**
- d) **CFUW March Break 2017 Children’s Author sponsorship**
The Canadian Federation of University Women has once again sponsored a children’s’ author for the March Break.

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

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

Chief Executive Officer’s Report - none
Treasurers Report - none
Directors Report - none

Circulation Report – included in Agenda item a) above

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

That the Circulation report for 2016 be received for information purposes. Carried.

- 10) BOARD MEMBER’S ITEMS
11) NOTICES OF MOTION
12) DATE OF NEXT MEETING

13) ADJOURNMENT

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

That the meeting be adjourned. Carried.