

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday July 7th, 2015 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: V. Catton, A. Kennerly, M. Cooper, B. Higgins, C. MacMillan

STAFF: J. Parry, S. Therrien,

REGRETS: P. Senese, B. Ingram, J. Mayne

1) INVOCATION

2) CHAIRPERSON'S REMARKS

3) APPROVAL OF AGENDA

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

That the agenda for the July 7th, 2015 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 **B. Ingram**

That the minutes for the June 9th, 2015 meeting be adopted as circulated. Carried.

7) BUSINESS ARISING FROM THE MINUTES - none

8) AGENDA ITEMS

a) Variance Report / Statement of Operations – dated June 29, 2015

A very detailed and productive review of the Variance Report / Statement of Operations served to clarify library expenses, the operating budget and accounting practices. During the lengthy discussion and question period, Board members gained a significantly better understanding of the operating budget

The Director suggested that a similar review of the Capital Works budget be put on the agenda for the August meeting. The Director will present the current state of reserves, projects and capital priorities.

This review is very helpful in preparation for the 2016 budget.

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

That the Variance Report / Statement of Operations dated June 29, 2015 be received as presented. Carried.

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

That in light of the amount of meeting time that has been taken by this item, that the Director's Report and the Circulation Report be tabled until the next meeting. Carried.

b) Ride to Read – New Development

The Director reported that the Port Colborne Transit Advisory Committee has granted the Library's request for a bus route alteration, thereby making it possible for the Library to participate in the "Ride-to-Read" programme. The programme provides children 13 years and younger with free rides to and from the Library during the months of July and August. The Library was unable to participate in the programme last year because the Board felt that the existing flag stop location on the east side of King Street was unsafe. The Committee has added a special flag stop on Elgin Street at the corner of King and Elgin. Library staff will begin promoting the service to Library users. Promotional materials will be presented at the next Board meeting.

- 9) COMMITTEE REPORTS
a) Accessibility Advisory Committee – no report

10) **ADMINISTRATIVE BUSINESS**
Correspondence - none

Public Relations Report

Press Items

- a) “Girls best friends” The Tribune June 10, 2015
b) “An evening with Arabella Williams” Erie Media June 24, 2015
c) “An evening with Arabella” The Tribune June 27, 2015

Programmes

- a) Let’s Talk Executors and Wills. Desjardins Financial Security. June 8, 6:30-8pm.
free
b) Fraud and Elder Abuse. Niagara Regional Police. June 10, 2-3pm. free
c) An Afternoon of Music – Golden Oldies. Gary Smith. June 17, 2pm. \$2
d) An Evening with Arabella Williams. June 23, 6:30-7:30pm. Free
e) Learn to Camp – July 15, 2pm free
f) Arabella’s League of BFFs – \$7 for 6 weeks July & August, Mondays 10-11:30am

The Director commended Librarian Susan Therrien on the excellent work she is doing promoting the “Arabella Williams” theme in this year of her 150th birthday.

- Presented at the Archives building, and attended by approximately 25 people, “An Evening with Arabella Williams” was a fascinating historical re-creation of the life of the Library’s benefactor.
- For the younger set, “Arabella’s League of BFFs” gives young girls the opportunity to travel through time with Arabella in Port Colborne from 1865 to 1950.

MOVED BY **A. Kennerly** SECONDED BY **V. Catton**

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

Chief Executive Officer’s Report - none

Treasurer’s Report - none

Director’s Report - tabled

Circulation Report - tabled

11) **BOARD MEMBER’S ITEMS**

Valerie Catton encouraged board members to be advocates for the library and to look for opportunities to promote the library’s programmes and services. Promote the library to any groups / clubs that we may belong to. Mike Cooper concurred “That’s our job”.

Bryan Ingram : with regard to the Accessibility Advisory Committee, he is working on a template for presentation to the Board hopefully before year end.

The Director commented that the success of the Budget review in this meeting was partly due to the ease with which board members could access the detailed Statement of Operations on their iPads.

12) **NOTICES OF MOTION**

- 13) **DATE OF NEXT MEETING** – Tuesday August 11th

14) **ADJOURNMENT**

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

That the meeting be adjourned. Carried.