

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday June, 14<sup>th</sup>, 2016 – 6:00 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

**BOARD:** V. Catton, M. Cooper, J. Frenette, H. Cooper, B. Higgins, B. Ingram

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

**REGRETS:** P. Senese, S. Luey, C. MacMillan, A. Kennerly, J. Mayne

- 1) INVOCATION - B. Ingram
- 2) CHAIRPERSON'S REMARKS
- 3) **APPROVAL OF AGENDA**

MOVED BY **H. Cooper** SECONDED BY **J. Frenette**

***That the agenda for the June 14<sup>th</sup>, 2016 meeting be adopted as circulated.*** Carried.

- 4) DECLARATION OF CONFLICT OF INTEREST – none
- 5) DELEGATIONS – none

### 6) **MINUTES OF THE PREVIOUS MEETING**

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

***That the minutes for the May 3<sup>rd</sup>, 2016 meeting be adopted as circulated.*** Carried.

- 7) BUSINESS ARISING FROM THE MINUTES – none

### 8) **AGENDA ITEMS**

- a) **Summer Reading Club and Summer Activities** - Susan Therrien

Librarian Susan Therrien outlined the “Activities for Kids” planned for the months of July and August. Coordinated by the librarian, all library staff members work together to promote and deliver a wide variety of activities. Programming is supported by the sponsorship of local businesses.

- b) **Municipality and Library Board Terms of Reference** – working session

The Board discussed the formulation of a document that would define the relationship between the Library Board and the Municipality. The purpose of the document would be to provide a clear understanding of the roles so as to ensure a smooth, cooperative relationship wherein procedures for areas of responsibility are set out. The Director is currently searching the library community for other such documents between libraries and municipalities.

- c) **Programming Policy** – appended to these minutes

In keeping with the Board's goal to review and / or create policy at each meeting, the Director presented a policy governing Programming. Drawn from the policies of 6 Ontario public libraries, the document outlines the purpose and scope of Programming at the Port Colborne Library.

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

***That the Port Colborne Public Library Board adopt policy 7. LIBRARY SERVICES – 7.2 Programming as presented.*** Carried.

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

10) **ADMINISTRATIVE BUSINESS**  
Correspondence - none

**Public Relations Report**

- a) Newsletter Port Colborne Public Library News and Events Summer 2016  
b) Port Colborne 2016/2017 Visitor's Guide  
c) Port Colborne City Hall News June 2016

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**

- a) HVAC replacement status  
b) CUPE negotiations  
c) Staff Development – AED refresher  
d) Senior Staff Job Evaluation

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

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

Circulation Report

- 11) **BOARD MEMBER'S ITEMS**  
13) **NOTICES OF MOTION**  
14) **DATE OF NEXT MEETING**  
15) **ADJOURNMENT**

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

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

See policy 7.2 appended

## **7. LIBRARY SERVICES**

### **7.2 Programming**

#### **Purpose of Programming**

The Port Colborne Public Library focuses its programming efforts in areas that support the Library's mission to foster a culture of lifelong learning, literacy and personal enrichment, and to promote awareness of the Library's resources and services.

#### **Scope of Programming**

Selection of library programmes reflects the unique interests and needs of the community and is responsive to patron requests for programming. The Library strives to offer programmes of interest to all ages and demographics.

The Library may participate in cooperative programmes with other agencies, organizations, institutions or individuals, or accept the corporate sponsorship of programmes if there is community interest in the programme.

The Library's decision to offer a programme delivered by non-library staff does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

Outreach Programmes - The library may provide programming in schools, daycare centres, and elsewhere in the community to spark interest in the public library and promote awareness of services.

#### **Types of Programme Delivery**

- In-house (library staff and volunteers)
- Paid programme (entertainer, author,)
- Non-library staff (yoga, legal aid, consumer info)

#### **Promotion**

Library Programmes will be promoted through all venues available to the library including in-house bulletin boards, newsletters, library website, Facebook, electronic and printed press, city hall publications, schools, community businesses and organizations

#### **Equitable Access and Fees**

The Library is committed to both accessibility and financial accountability in the programmes it offers. As a guideline, programme revenues should cover expenses. Fees are charged to ensure programme sustainability. The Library may from time to time decide to offer programmes at no, or very low cost.