

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday June 4th, 2013 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: T. Cobain, C. MacMillan, B. Higgins, M. Cooper, A. Kennerly, J. Sammut

STAFF: J. Parry, S. Therrien

REGRETS: P. Senese, B. Steele, D. Miller, R. Heil

1) INVOCATION

2) **CHAIRPERSON'S REMARKS** Vice chair Janice Sammut assumed the chair in Derek Miller's absence.

3) APPROVAL OF AGENDA

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

That the agenda for the June 4th, 2013 meeting be adopted as presented. Carried.

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

5) **DELEGATIONS** – none

6) MINUTES OF THE PREVIOUS MEETING

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

That the minutes for the May 7th meeting be adopted as presented. Carried.

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

8) AGENDA ITEMS

- a) **Museum acquisition of historic log building – space requirements** Brian Heaslip, Museum Property Committee and James VanDillen, Museum Chair

Museum Board members outlined their plans to move a recently donated historic log cabin to a temporary location on the cultural block until a formal site plan is completed, at which time it is proposed that a permanent foundation be installed. Library and Museum Board members discussed future visions for a heritage village that would draw people to the block and become a gathering spot for the community.

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

The Port Colborne Public Library Board is in agreement with the Museum Board's plan to move the 1830 Giess log cabin to temporary location on the cultural block. Carried.

b) Freegal

The Director presented a report on "Freegal", a downloadable music service for public libraries. The service allows registered card holders access to simultaneous and remote music downloads. Once downloaded, the music does not time-out or expire. Songs are shareable and can be transferred to any portable device or burned to CDs. By subscribing to this service, the library provides access to free and legal music downloads patrons can keep forever. It is anticipated that Freegal will boost registration and circulation, attract a new category of user and make another step forward in directing the collection toward the new "sharing model". Area libraries already participating include Welland, Fort Erie, St. Catharines, Niagara-on-the-Lake, Haldimand County, Hamilton, and Brantford.

MOVED BY T. Cobain SECONDED BY C. MacMillan

That the Port Colborne Public Library Board:

- ***Purchase a 6-month subscription to Freegal Music (July 1st to Dec. 31st 2013), with unlimited downloads (restriction of 3 downloads / cardholder / week) for \$2,720.00 + a one-time set-up fee of \$150.00 for a total cost of \$2,870.00.***
- ***Reallocate 2013 operating budget funds for this purpose.***
- ***Reduce 2013 purchases of music in CD format. Budget amount is \$1,500.00; cap at \$500.00.***
- ***Market Freegal Music service through the Library and City websites, print and press releases, social media, and digital signing displays at the Vale Health and Wellness Centre.***
- ***Assess popularity of service and consider budgeting \$5,440.00 for music downloads in 2014. Carried.***

c) Policy – Employee Recognition of Service

In light of the fact that 2013 will see the first of several retirements of long-time library employees over the next 5 years, the Director proposed an Employee Recognition policy. The City recognizes library employees upon 25 years of service and upon retirement, however it is appropriate that the Library Board develop a policy for recognition from the Board.

MOVED BY T. Cobain SECONDED BY C. MacMillan

That the Port Colborne Public Library Board adopt the following policy:

4. PERSONNEL

4.1 Employee Recognition of Service

4.1.1 Long Term Employee Recognition

A plaque shall be affixed to the donor wall recognizing the service of staff members who have been employed by the Library for 25 years.

4.1.2 Employee Recognition of Service at Retirement

Retiring employees that have worked a minimum of 10 years with the Library Board be presented with a gift equal to the value of \$10.00 for each year of service.

A plaque shall be affixed to the donor wall recognizing the service of retiring staff members with a minimum of 10 years, but fewer than 25 years of service.

The Director of Library Services has the discretion and ability to approve retirement gifts within the above guidelines. Gifts from the Board are only given to staff members upon retirement.

Carried.

d) Benches

The Director presented specifications and pricing for benches to be installed outside at the library. The benches are identical in colour and design to others in the city. Assembly and installation can be performed by municipal staff. The funds are available in the Donor's Plaques account and it is anticipated that the benches will provide an opportunity to generate further revenue through donations. Code compliance has been confirmed by the city Chief Building Official.

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

That the Port Colborne Public Library Board purchases three 6' Classic Contour Benches, 100% recycled plastic slats, unassembled, without middle arms in "sand" colour. That the Director of Library Services proceeds with the installation. And further, that the Director draft a policy governing the naming of the benches. Carried.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report

- a) Summer Activities
 - Library promotional material
- b) Deckhands' Report – Port Colborne Staff Newsletter
 - Upcoming retirement of Valerie Catton
 - Invitation to download a free e-book and participate in "Big Library Read"
- c) Teen Reads
 - Ultimate teen reading list – over 400 titles

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

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

Chief Executive Officer's Report
Treasurer's Report

Director's Report

- a) Personnel

The Director outlined the vacancies that will open up due to the retirement of the Librarian. As per the collective agreement and the City policy on staffing, positions will first be posted internally. The library will be short-staffed during the summer until positions are filled. Staff vacations and a full roster of summer programming will mean a busy couple of months.
- b) Summer Meeting Schedule

The Board will not meet during the months of July and August.

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

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

Circulation Report

11) BOARD MEMBER'S ITEMS

Mr. Cobain notified the Board that he will no longer be scheduling the Atrium exhibits. Board members expressed their appreciation to Mr. Cobain for taking on the role of curator for the past 5 years. The exhibits serve the cultural literacy needs of the community, draw people to our library, and provide a venue for area artists and artisans. Mr. Cobain has the exhibit calendar full through to the end of 2014.

Mr. Higgins said that he would like to consider expanding the library's summer hours of operation in the future. Currently, the library closes at 1:00 pm on Saturdays between June 1st and September 30th. The Director will prepare a report.

12) NOTICES OF MOTION

13) DATE OF NEXT MEETING

14) ADJOURNMENT

MOVED BY M. Cooper SECONDED BY B. Higgins

That the meeting be adjourned. Carried.