

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday March 6th, 2012 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE **BOARD:** D. Miller, C. MacMillan, J. Sammut, T. Cobain, R. Heil,
STAFF: J. Parry, S. Therrien, R. Heil
REGRETS: P. Senese, J. Tomiuck, B. Steele

1) **INVOCATION** delivered by J. Sammut

2) **CHAIRPERSON'S REMARKS**

Mr. Miller informed the Board that City Council has filled a vacancy on the Library Board. At their meeting of February 13th, 2012 council appointed Elizabeth D'Angelo. Board members agreed that a portion of the agenda for the next several meetings would be orientation and serve as a good refresher for current members.

3) **APPROVAL OF AGENDA**

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

That the agenda for the March 6th, 2012 meeting be adopted as circulated. Carried.

4) **DECLARATION OF CONFLICT OF INTEREST**

5) **DELEGATIONS** - none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **J. Sammut** SECONDED BY **C. MacMillan**

That the minutes for the January 10th, 2011 meeting be adopted as circulated. Carried.

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

8) **AGENDA ITEMS**

a) **E-mail Notification**

The Board reviewed a form that will enable library patrons to have the option of being notified by e-mail when their holds become available or when library materials are overdue. The system is ready for staff to begin collecting and inputting library user data. Welland library reports that approximately 20% of their holds notifications are done electronically. Not all patrons wish to be notified electronically nor are all patrons able to receive electronic notices. The library will continue to phone-in notifications.

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

That the Port Colborne Public Library Board adopt and implement e-mail notification for holds, and overdues as presented by the Director of Library Services. Carried.

b) **Library Usage and Collection Trends - revised**

Library staff member Susan Therrien presented circulation trends and library activity data for the last 5 years in a revised format. The data will help us allocate funds to materials and technologies for which there is a high demand and guide us in decisions about changing physical space requirements. The data is also material for a meaningful advocacy tool that provides much needed information about the role of the library in the community.

In summary, the trends indicate increases in the areas of circulation, in-person visits to the library, home page hits, computer users and attendance at library in-house programming.

The circulation of all types of print material continues to increase with the exception of adult non-fiction.

The circulation of DVDs and Spoken Word format continues to increase, with the circulation of music CDs in decline.

Dramatic increases in the use of electronic databases and downloads of e-books and audio-books.

c) Library Bank Account

The Board discussed signing authority for the new bank account. As reported at the December meeting, terms and conditions for the Public Library Operating Grant require that funding be placed in an account that is in the name of the recipient. Treasurer Mr. Senese has set up this account. Government grants and transfer payments will be deposited in the account. The Director will draft a governance policy to address the maintenance of the account.

9) COMMITTEE REPORTS
10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report

a) City Hall News

The February issue of "City Hall News" featured details of programming being offered at the library.

b) March Break

The Board reviewed the March Break flyer. Librarian Valerie Catton coordinated the events which include a combination of in-house and outside programming.

c) Other Press, Programming and Feedback

The Board reviewed a recently designed feedback-form that encourages comments and suggestions from the public. Patrons have started returning the forms with many positive comments.

The Library has recently developed a partnership with the Port Colborne Child Care Centre. Staff member Stacey Hol visits the center monthly for a literacy circle and book exchange. The partnership was featured in the Niagara Region Children Services newsletter "children's current".

Recent press coverage included a story on the "Wii Bowling for Seniors" programme and another about the popular seminars offered by the library on downloading e-books. March Break press coverage included a photo of a child reading to a St. John Ambulance therapy dog during one of the "Paws 4 Stories" programmes

MOVED BY C. MacMillan SECONDED BY T. Cobain

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

Chief Executive Officer's Report - none
Treasurer's Report - none

Director's Report

a) Grant Station

The library recently purchased a one year license to access "GrantStation", an online funding resource for organizations seeking grants throughout the world with a separate section dedicated to Canadian grant makers.

b) Union Database

A Union Catalogue (shared database) is being created to merge the bibliographic data (card catalogue) of 20 libraries in the Ontario Library Consortium. The result of this merger will be a more efficient and economical way of maintaining library records. The one-time cost for this upgrade is funded through the library's Technology Conservation account

MOVED BY **J. Sammut** SECONDED BY **T. Cobain**

That the Director's Report be accepted for information purposes. Carried.

Circulation Report

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING** Tuesday April 17th, 2012, 5:30pm

14) **ADJOURNMENT**

MOVED BY **T. Cobain** SECONDED BY **J. Sammut**

That the meeting be adjourned. Carried.

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS
TUESDAY APRIL 17th, AT 5:30 PM IN THE LIBRARY AUDITORIUM