

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday March 8th 2016 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

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

STAFF: J. Parry, S. Therrien,

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

- 1) **INVOCATION** delivered by
- 2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

That the agenda for the March 8th 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. Higgins** SECONDED BY **J. Frenette**

That the minutes for the February 9th 2016 meeting be adopted as circulated. Carried.

- 7) BUSINESS ARISING FROM THE MINUTES – none

8) **AGENDA ITEMS**

a) **Governance Policy Review**

The Board reviewed and made amendments to the following governance policies :

1. BY-LAWS - BOARD GOVERNANCE	
1.1	Corporation of the City of Port Colborne By-Laws
1.2	Port Colborne Public Library Board By-Laws
2. GENERAL POLICY	
2.1	Mission Statement and Goals of the Port Colborne Public Library
2.2	Legislation
2.21	Public Libraries Act
2.3	Title
3. BOARD	
3.1	Composition
3.1.1	Number of Trustees
3.1.2	Qualifications and Eligibility of Trustees
3.1.3	Term of Appointment
3.1.4	Time for Making Appointments
3.1.5	Vacancies
3.1.6	Disqualification
3.1.7	Resignation
3.1.8	Officers and Staff

3.1.8 [a]	Chairperson
3.1.8 [b]	Vice-Chair
3.1.8 [c]	Chief Executive Officer
3.1.8 [d]	Treasurer
3.1.8 [e]	Secretary
3.1.8 [f]	Director of Library Services

3.2	Responsibilities
3.2.1	Duties of Trustees
3.2.2	Duties of Chairperson
3.2.3	Duties of Vice-Chair
3.2.4	Conflict of Interest
3.2.5	Code of Ethics
3.2.6	Relationship to Staff
3.2.7	Confidentiality

3.3	Conduct of Meetings
3.3.1	Location and Time of Meeting
3.3.2	Notification of Meetings
3.3.3	Attendance at Meetings
3.3.4	Quorum
3.3.5	Agenda
3.3.6	Notice of Motion
3.3.7	Order of Business
3.3.8	Minutes
3.3.9	Time Limit for Meetings
3.3.10	Open and Closed Meetings
3.3.10 [a]	Open Meetings
3.3.10 [b]	Closed Meetings
3.3.10 [c]	In-Camera Sessions
3.3.11	Delegations
3.3.12	Committees
3.3.13	Inaugural Meetings

3.4	Rules of Order
3.4.1	Rules of Debate
3.4.2	Voting
3.4.3	Motions

3.5	Board Privileges
3.5.1	Library Use
3.5.2	Reimbursement for Expenses

MOVED BY B. Ingram SECONDED BY H. Cooper
That the Port Colborne Public Library accept amendments to governance policies 1 (one) through 3 (three) reviewed Tuesday March 8th, 2016. Carried.

9) **COMMITTEE REPORTS**

a) **Accessibility Advisory Committee**

Design Recommendations for Accessible Public Washrooms

The Director presented a revised diagram and summary of the Committee's recommendations for improving accessibility in the public washrooms.

Recommendations include changing the men's washroom into a gender neutral washroom and the women's washroom into a gender neutral accessible washroom with an automatic door and other accommodations for wheelchairs.

10) **ADMINISTRATIVE BUSINESS**

Correspondence

Public Relations Report

a) "City Hall News" – February 11, 2016

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

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

Chief Executive Officer's Report - none

Treasurers Report - none

Directors Report

a) Facebook library promotion – library staff members Stacey Hol and Jennie Sider are to be commended for their creative efforts to promote the library through social media.

b) Rotary Club Donation – a large donation of books in excellent condition.

c) CUPE contract negotiations – bargaining began on March 10th.

d) SOLS Website – useful links to information for board members

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

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

Circulation Report

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING**

14) **ADJOURNMENT**

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

That the meeting be adjourned. Carried.