

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday March 7<sup>th</sup>, 2017 – 6:00 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

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

**STAFF:** J. Parry, S. Therrien, S.Luey, T. Morden

**REGRETS:** J. Mayne, A. Kennerly, P. Senese,

- 1) INVOCATION
- 2) CHAIRPERSON'S REMARKS

### 3) APPROVAL OF AGENDA

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

*That the agenda for the April 4th, 2017 meeting be adopted as circulated.* Carried.

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

### 6) MINUTES OF THE PREVIOUS MEETING

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

*That the minutes for the January 10<sup>th</sup>, 2016 meeting be adopted as circulated.* Carried.

- 7) BUSINESS ARISING FROM THE MINUTES

### 8) AGENDA ITEMS

- a) **Employee Engagement Survey Results** – presented by CEO Scott Luey and Human Resources Coordinator, Tammy Morden

The results of the recent city-wide survey measuring employee satisfaction were presented to the Board. The results indicated that library staff responded with a high level of satisfaction, engagement and morale. Even though the results were favourable, Mr. Luey and Ms Morden discussed ways in which to achieve an even higher level of employee engagement.

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

### 10) ADMINISTRATIVE BUSINESS

Correspondence - none

#### Public Relations Report

- a) **March Break Programme** – Susan Therrien

The Board reviewed the March Break Programming 2017 flyer which was coordinated by Librarian Susan Therrien. The library is offer a wide variety of free or inexpensive activities for toddlers to teens. Interest is high and registration is filling up.

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

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

Chief Executive Officer's Report - none  
Treasurers Report – none

**Directors Report**

**a) 2017 approved operating budget**

The Director reported on the budget meetings held during the month of February.

**b) Bequeath of \$24,750 from the estate of Doreen Mary Brend Butler.**

The Director recommended that this unexpected gift be used to move up the schedules of capital projects such as shelving and accessibility.

**c) Capital Projects – status report**

Funds are in place to move forward on a number of capital improvements.

MOVED BY **B. Ingram** SECONDED BY **J. Frenette**

***That the Director of Library Services 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 **C. MacMillan** SECONDED BY **B. Ingram**

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