

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday May 8th, 2012 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: D. Miller, C. MacMillan, J. Sammut, W. Higgins,
A. Kennerly, T. Cobain

STAFF: R. Heil, J. Parry, S. Therrien

REGRETS: B. Steele, P. Senese, J. Tomiuck, E. D'Angelo

INVOCATION delivered by A. Kennerly

1) CHAIRPERSON'S REMARKS

By way of introducing the orientation at this the second meeting for new board members, the Chair described the excellent working relationship that currently exists between the Library Board and City Council, City Staff, and the union. The City has been very supportive of all of our endeavours and we enjoy a non-adversarial relationship. It is very important to Library Services in our community that this relationship is maintained.

The Chair encouraged new board members to take the time to learn how the Library Board operates and to have respect for the structures currently in place. Our Board has existed for a very long time and it works well. That is not to say that there are not better ways to accomplish things or that we are averse to trying something new. Let us consider all courses of action carefully, with due process and make prudent decisions.

The Chair added that he would take the opportunity to provide new Board Member orientation on agenda items arising at this meeting including the operating budget, and the circulation report.

2) APPROVAL OF AGENDA

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

That the agenda for the May 8th, 2012 meeting be adopted as amended. Carried.

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

4) **DELEGATIONS** – none

5) MINUTES OF THE PREVIOUS MEETING

MOVED BY **C. MacMillan** SECONDED BY **A. Kennerly**

That the minutes for the April 17th, meeting be adopted as circulated. Carried.

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

7) AGENDA ITEMS

a) New Board Member Orientation

The Director and Chair discussed Governance Policy development with the Board. The development and review of policy is an on-going process. Rules of Order were distributed. These include the Rules of Debate, Voting, and Motions. Board members reviewed and adopted two policies.

MOVED BY **A. Kennerly** SECONDED BY **C. Macmillan**

That the following policy concerning Board Responsibilities be adopted by the Board

and be incorporated into the Board Governance Policy:

3. BOARD

3.2 Responsibilities

3.2.6 Code of Ethics

The Port Colborne Public Library exists to develop, promote and monitor library services as a public trust. To this end, the trustees should be committed to the Library's code of ethics:

- (a) The primary goal of public library trustees is to ensure that the public has access to the highest quality library services possible*
- (b) Trustees should distinguish between their personal views and those of the institution by respecting the position of the Board, even though they may disagree. Once the Board speaks, it speaks with one voice.*
- (c) Trustees should respect the established structure of the Library.*
- (d) Trustees should limit their trusteeship role to policy governance and advocacy.*
- (e) Trustees should attempt to work harmoniously with the Board and ultimately accept its will.*
- (f) Trustees should support intellectual freedom in the selection of library materials.*
- (g) Trustees should respect the confidential nature of library records within the framework which allows monitoring of material usage and the need for public accounting.*
- (h) The Board acts only as a unit. The individual trustee does not act alone or on behalf of the Board unless specifically given the authority by the whole board to do so. Carried.*

MOVED BY T. Cobain SECONDED BY J. Sammut

That the following policy concerning Board Responsibilities be adopted by the Board and be incorporated into the Board Governance Policy:

3. BOARD

3.2 Responsibilities

3.2.7 Relationship to Staff

The Board and staff shall work co-operatively to carry out the objectives of the Library. The Board relies upon the ability, training, expertise and experience of staff to plan for and provide services within the Library's mandate. Board and Committee meetings are the generally recognized avenues for Board and staff to think and plan together.

The attendance of the Director of Library Services as designate of the C.E.O. at all Board and Committee meetings as a resource and staff support is essential to the effective work of the Board. The Board does not exercise authority over staff, and will ordinarily have no direct dealing with staff operations.

Communications between Board and (unionized) staff, outside of meetings shall be through the C.E.O. or Director of Library Services with regard to:

- (a) Any assignments or directives*
- (b) Requests for organizational resources or staff time*
- (c) Staff performance, concerns or policy infractions*
- (d) Concerns regarding any aspect of programs or administration.* Carried.

b) May Financial Statement – variance report

The Director presented the variance report for the 1st quarter of the 2012 Operating Budget.

c) Public Access Defibrillator

Paramedic Lindy Brunarski and member of the Niagara EMS Pedal Angels informed the Director that funds raised through her participation in the Heart and Stroke Ride for Heart will go towards placing an Automated External Defibrillator (AED) at the library. A limited number of AEDs are being placed in public buildings in Port Colborne this year. All staff will require training. Fire Services will perform the regular inspections.

d) CUPE negotiations

CEO Mr. Heil reported that CUPE contract negotiations are ongoing and that as of this date a settlement has not been reached. The negotiating team met April 10, 18, and 26, and is scheduled to meet again on May 10.

8) COMMITTEE REPORTS

9) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report

a) Press

Press items included coverage of 2 displays at the library: Port Colborne Music Festival 25 Anniversary and Local artist remembers 100 year anniversary of sinking of the Titanic. The library tied –in this anniversary with displays of books and DVDs about the Titanic.

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

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

Chief Executive Officer's Report - none

Treasurer's Report - none

Circulation Report

1st Quarter 2012

Significant increases were noted in Library Homepage Hits, In-Person Visits to the Library and Computer Users

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

That the Circulation Report 2012 -1st Quarter be accepted for information purposes.

Carried.

10) BOARD MEMBER'S ITEMS

11) NOTICES OF MOTION

12) DATE OF NEXT MEETING Tuesday June 12th, 2012 at 5:30 pm

13) ADJOURNMENT

MOVED BY C. MacMillan SECONDED BY A. Kennerly

That the meeting be adjourned. Carried.

THE NEXT MEETING OF THE PORT COLBORNE PUBLIC LIBRARY BOARD IS
TUESDAY JUNE 11th, 2012 AT 5:30 PM IN THE LIBRARY AUDITORIUM