

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday May 5th, 2015 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: V. Catton, A. Kennerly, M. Cooper, B. Higgins,

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

REGRETS: P. Senese, B. Ingram, C. MacMillan

1) INVOCATION

2) CHAIRPERSON'S REMARKS

In honour of Library CEO Robert Heil, and to acknowledge his dedicated service to the Public Library Board, the chair presented Mr. Heil with a retirement gift from the Library Board. Mr. Heil's contributions as Library CEO have led to positive and progressive change for the library and the community it serves.

3) APPROVAL OF AGENDA

MOVED BY **B. Higgins** SECONDED BY **A. Kennerly**

That the agenda for the May 5, 2015 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 **V. Catton**

That the minutes for the March 3rd, 2015 meeting be adopted as circulated. Carried.

7) BUSINESS ARISING FROM THE MINUTES

8) AGENDA ITEMS

a) Retired Board Member's Recognition

The Board discussed recognition of retired board members and decided that a separate plaque for board member service be designed and installed in the library for this purpose. As well, Board members retiring after 3 terms or more will be recognized. The goal is to have the new plaque ready for Library Month in October. At that time, all available retired Board members will be acknowledged.

b) March Break 2015 Report

The aim of the March Break Programme is to provide a variety of activities for a nominal fee or at no cost. Ideally, the programme operates on a cost-recovery basis.

Highlights:

365 children and parents attended 25 programmes offered. Total expense = 681.59, total revenue = 909.80, for a net profit of \$228.21. Included in the revenue figure is the Port Colborne Lions Club's generous sponsorship of the "Incredibrent Magic Show" (\$500). The Lions Club donation made it possible to offer quality entertainment free-of-charge to Port Colborne families.

March Break 2015 was coordinated by Librarian, Susan Therrien. In-house craft programmes were designed and delivered by library staff. Library staff is also responsible for the design and distribution of promotional materials in print and on several on-line platforms.

Special thanks to volunteers Valerie Catton, Barb Ranshaw and Derek Miller for running special programmes, and to Andrew Roesch for assisting. In response to the recommendation from prior years, craft programmes were offered back-to-back and were sold out as anticipated.

The Museum's programme information was included with the library's promotional materials. As well, intake for registration and fee collection for the Museum programme was done at the library.

During the March Break, the circulation of materials, computer users and library visits increase dramatically over a typical week, with figures doubling on many days.

9) COMMITTEE REPORTS

- a) Accessibility Advisory Committee – no report

10) ADMINISTRATIVE BUSINESS

Correspondence

- a) Derek Miller - resignation
b) Museum Board Chair – letter of thanks for celebration of Arabella Williams' 150th birthday.

MOVED BY **B. Higgins** SECONDED BY **A. Kennerly**

That the correspondence be received for information purposes. Carried.

Public Relations Report

Newsletter

- a) News and Events April/May/June 2015 – newsletter
- including April/May/June calendars and June events insert

Promotional Materials

- b) Meet the Whalers! March 18, 2015
c) Arabella Williams 150th Birthday March 27, 2015
d) Arabella Williams souvenir bookmark

Press Items

- e) *"March Break: Things to do; Tuesday March 17"* Erie Media March 16, 2015
f) *"Niagara Whalers Thrill Kids During Port Colborne Library's March Break Events"* News in Port Colborne and Wainfleet March 19, 2015
g) *"March Break Photo Gallery"* Erie Media March 21, 2015
h) *"Museum, Library Set to Honour Arabella Williams"* The Leader March 19, 2015
i) *"Whale of a Time"* The Leader March 26, 2015
j) *"Library Celebrates Arabella Williams' Birthday"* The Leader March 28, 2015

- k) “Port Colborne Public Library Celebrates the 150th Birthday of Miss Arabella Williams” News in Port Colborne and Wainfleet March 30, 2015
- l) “Tea Party” The Leader April 2, 2015
- m) Media Release “William Thomas Photo Collection on Loan to the Port Colborne Public Library” April 30th, 2015

MOVED BY **A. Kennerly** SECONDED BY **B. Higgins**

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

Chief Executive Officer's Report
Treasurer's Report

Director's Report

- a) Banking Governance and Signatories
- b) Lions Sponsorship - new developments
Unfortunately, future donations from the Lions are not allowed under the provisions of the Alcohol and Gaming Corporation of Ontario and the terms of conditions of the Lions Club lottery license. A donation to the library is not an eligible use of lottery proceeds. This is very disappointing as both the library and the Lions were making plans and looking forward to working together in the years to come to achieve our shared goal of improving the lives of families in our community.
- c) Thursday May 7th, Bill Thomas portrait unveiling
- d) Niagara Public Libraries On Board Symposium – report / roundtable
- e) Accessible Customer Service Training – 30 minutes

MOVED BY **A. Kennerly** SECONDED BY **V. Catton**

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

Circulation Report

- a) 1st Quarter (Jan Feb Mar 2015)

MOVED BY **B. Higgins** SECONDED BY **A. Kennerly**

That the Circulation Report be received for the 1st quarter of 2015 be received for information purposes. Carried.

- 11) **BOARD MEMBER'S ITEMS**
- 12) **NOTICES OF MOTION**
- 13) **DATE OF NEXT MEETING**
- 14) **ADJOURNMENT**

MOVED BY **A. Kennerly** SECONDED BY **B. Higgins**

That the meeting be adjourned. Carried