

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday May 3rd, 2016 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: V. Catton, M. Cooper, J. Frenette, H. Cooper, A. Kennerly, J. Mayne,

STAFF: J. Parry, S. Therrien

REGRETS: P. Senese, S. Luey, B. Ingram, B. Higgins, C. MacMillan,

- 1) INVOCATION
- 2) CHAIRPERSON'S REMARKS
- 3) **APPROVAL OF AGENDA**

MOVED BY **J. Mayne** SECONDED BY **J. Frenette**

That the agenda for the May 3rd, 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 **J. Frenette** SECONDED BY **V. Catton**

That the minutes for the April 5th, 2016 meeting be adopted as circulated. Carried.

- 7) BUSINESS ARISING FROM THE MINUTES – none

- 8) **AGENDA ITEMS**

- a) **Governance Policy Review – Collection Development Policy**

The Board reviewed the library's **Collection Development Policy (9)**, which includes :

- (9.1) Materials Selection Policy
- (APPENDIX A) Principles of Intellectual Freedom and the Statement on the Intellectual Rights of the Individual
- (9.2) Challenged Materials
- (APPENDIX B) Statement of Concern about Library Materials

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

That the Port Colborne Public Library Board adopt governance policy 9. COLLECTION DEVELOPMENT as reviewed and amended. Carried.

- b) **Capital Projects 2016 – planning, status report**

The Director reviewed the status of 12 capital projects and funding availability. The Board discussed priorities. The project currently underway is the replacement of all four HVAC units and represents the expenditure of more than half of the library's reserve funds

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

- 10) **ADMINISTRATIVE BUSINESS**

Correspondence - none

Public Relations Report

- a) Newsletter Port Colborne Public Library News and Events May/June 2016
- b) Calendar May 2016 at the Library
- c) Calendar June 2016 at the Library

MOVED BY **H. Cooper** SECONDED BY **V. Catton**

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

Chief Executive Officer's Report - none

Treasurers Report - none

Directors Report

- a) Summer Programme planning status
- b) Playground incident – Friday April 22nd
- c) HVAC schedule update
- d) CUPE negotiations
- e) Incident occurrence reporting and protocols
- f) Staff Development
 - WHMIS, Bill 168, Tactical Communication, Customer Centred Library Design, Management Training, Webinar : Community Legal Education Ontario, Webinar : Library statistical data analysis.
 - One staff member is participating in an on-line certificate programme for library workers
- g) Lions draw tickets
- h) Memorial donation

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

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

Circulation Report

- a) 1st Quarter 2016

Total circulation of all materials was up by more than 15% over the same period in 2015.

Significant increases were seen in downloadable magazines, downloadable audio books, wireless computer users and used book sales. In-person visits to the library, library homepage hits and social media activity continue to rise. There was a significant decrease in the use of Electronic databases this quarter. We will monitor this activity and if the trend continues, funds will be reallocated to another part of the collection. The circulation report can be useful as a collection development and budget tool.

MOVED BY **A. Kennerly** SECONDED BY **H. Cooper**

That the Circulation report for the 1st Quarter of 2016 be received for information purposes.

11) BOARD MEMBER'S ITEMS

13) NOTICES OF MOTION

14) DATE OF NEXT MEETING

15) ADJOURNMENT

MOVED BY **L. Frenette** SECONDED BY **A. Kennerly**

That the meeting be adjourned. Carried.