

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday May 9<sup>th</sup>, 2017 – 6:00 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

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

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

**REGRETS:** P. Senese, H. Cooper, J. Mayne

- 1) INVOCATION
- 2) CHAIRPERSON'S REMARKS

### 3) APPROVAL OF AGENDA

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

*That the agenda for the May 9<sup>th</sup>, 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 **B. Ingram**

*That the minutes for the April 4<sup>th</sup>, 2017 meeting be adopted as circulated.* Carried.

- 7) BUSINESS ARISING FROM THE MINUTES

### 8) AGENDA ITEMS

#### a) Personnel Report – CEO, Scott Luey

Mr. Luey reported on the interview process for the position of Director of Library Services. The interview committee was comprised of CEO, Mr. Luey, Director, Jennifer Parry, Human Resources Coordinator, Tammy Morden, and Library Board Chair, Mike Cooper. Susan Therrien has accepted an offer of employment. The Board Chair said that he was pleased with the choice and that the transition would be seamless. Mr. Luey extended his congratulations to Susan and advised that he would be moving forward to begin recruitment for the now-vacant position of Librarian as directed by the Board.

#### b) Library Connectivity Upgrade

The Director delivered a report compiled by Library Staff which outlines options for improving wireless internet connectivity. The Library is pleased to report that our wireless speed has increased from 6mbps to 250mbps!!!! This has allowed us to expand our broadcast area to include the Elgin Street outdoor area, and has improved service to the Library's lower level auditorium. As well, we are now able provide wireless service to the Archives building. The library will incur slightly higher costs in the first year due to cancellation fees, however, in the following year, prices will fall below the current level. Staff member Stacey Hol is to be commended for her efforts in researching and presenting the options.

- 9) COMMITTEE REPORTS

a) Accessibility Advisory Committee – none

### 10) ADMINISTRATIVE BUSINESS

Correspondence - none

## **Public Relations Report**

### **March Break 2017**

Librarian Susan Therrien delivered the report on March Break activities at the Library. Despite closing for one day due to weather, programmes were well attended this year. The March Break programme was coordinated by the Librarian, in-house craft programmes were designed and delivered by Library Staff. Community volunteers delivered specialized programming. 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. Programme costs this year amounted to \$182.08, total revenues were \$389.80 resulting in net revenue of \$207.72.

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

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

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

## **Circulation Report**

2017 1<sup>st</sup> Quarter

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

***That the Circulation report for the first Quarter of 2017 be received for information purposes.***  
Carried.

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

### 13) **ADJOURNMENT**

MOVED BY **B. Higgins** SECONDED BY **B. Ingram**

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