

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday November 5th, 2013 – 5:30 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: T. Cobain, B. Higgins, A. Kennerly, D. Miller, C. MacMillan

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

REGRETS: M. Cooper, J. Sammut, B. Steele

1) **INVOCATION delivered** by Ann Kennerly

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

MOVED BY **T. Cobain** SECONDED BY **B. Higgins**

That the agenda for the November 5th, 2013 meeting be adopted as circulated. Carried.

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

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the September 10th, 2013 meeting be adopted as circulated, as well as the minutes of the inquorate meeting of October 8th, 2013. Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

a) **Review of 2014 Fines, Fees and Rates as directed by the Treasurer**

In reviewing the Fines, Fees and Rates at the September meeting of the Board, it was agreed that there should always be some programmes offered at no charge. *Films for Seniors, Story Times, and Library Bingo* will continue to be free. Currently, overdue fines are comparable to other libraries in the region and so an increase is not recommended at this time. The Board is aware that raising the charges for photocopies, computer print-outs, sign rental and the card replacement fee, may result in a decrease in the demand for the service. Revenues will be closely monitored in these areas. It was agreed that there will be no increase in rates in the areas of : admin fee for lost items, non-resident fee, auditorium rental, additional computer time and exam proctoring.

MOVED BY **A. Kennerly** SECONDED BY **T. Cobain**

That the Port Colborne Public Library Board makes the following changes to the Fines, Fees and Rates effective January 1st, 2014 :

Photocopies – increase from .20 to .25 per copy

Computer Print-outs – increase from .20 to .25 per copy

Sign Rental – increase from \$100 to \$110 per week

Card Replacement Fee – increase from \$2 to \$4

Carried.

8) **AGENDA ITEMS**

a) **Presentation of 2012 Financial Report – Treasurer, Mr. Peter Senese**

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

That the Port Colborne Public Library Board receives the Draft 2012 Financial Report.

Carried.

b) **2014 Budgets**

Final presentation of 2014 Operating Budget – 3rd Draft

MOVED BY **T. Cobain** SECONDED BY **A. Kennerly**

That the Port Colborne Public Library Board approves the 2014 operating budget request to council. Carried.

Final presentation of 2014 Capital Budget

MOVED BY **T. Cobain** SECONDED BY **A. Kennerly**

That the Port Colborne Public Library Board approves the 2014 capital budget request to council. Carried.

c) **2014 Summer Hours**

Saturday hours of operation at the library June 1st to September 30th are from 9:00 am to 1:00 pm. With the exception of these 17-18 weeks, Saturday hours are 9:00 am to 5:00 pm. The library is closed on Sundays all year round. Retired library staff recalls that Saturday hours of operation have been 9:00 am to 1:00 pm for at least the last 40 years. However, 30 years ago, the library was open for part of the day on Sunday.

Current staff report that Saturday mornings are a very busy time and it is difficult to clear people out at 1:00 pm. In spite of the fact that these hours have been in place for many years, people are still “surprised” that the library closes at 1:00. Little or no programming can be conducted or hosted at the library on Saturdays representing a loss of potential revenue. The library is closed on Sundays which means that people who work during the week have very little opportunity to visit the library.

An increase of 3 hours per week, or approximately 50 hours of part-time wages and salaries would be sufficient to accommodate the scheduling required to stay open the additional 4 hours on Saturdays. Extending hours will increase the opportunity for revenue-generating programming.

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

That the library’s hours of operation on Saturdays be 9:00 am to 5:00 pm all year round. And further, that the Director increase the 2014 part-time budget request by 50 hours and provide the details to Council as a “New Level of Service”. Carried.

9) **COMMITTEE REPORTS**

10) **ADMINISTRATIVE BUSINESS**

Correspondence

Public Relations Report

- a) "Get Connected to your Local Public Library." The Leader. Thurs. October 3, 2013
- b) "City Hall News: A Newsletter written by Staff for the Residents of Port Colborne." Sept. 12, 2013
- c) "Thanks for the Support" The Leader. Thurs. October 31, 2013
- d) Ontario Public Library Week – in house activities

MOVED BY **T. Cobain** SECONDED BY **A. Kennerly**

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

Chief Executive Officer's Report
Treasurer's Report

Director's Report

a) K.U.L.T. (Keeping Up with Library Technology)

A meeting of public library technology staff held at Hamilton Public Library on Friday November 1st, 2013. Attended by Librarian Susan Therrien and Assistant Librarian Jennifer Sider. Presentations and discussions included the experiences of other public libraries with wireless printing, mobile device lending, responsive website design, streaming video and IT planning. This information will help us to make decisions about purchases of mobile devices and procedures regarding lending and maintenance. Early in the new year, we plan to begin in-house lending of Chromebooks and circulating loan of e-readers.

MOVED BY **B. Higgins** SECONDED BY **T. Cobain**

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 **A. Kennerly** SECONDED BY **C. MacMillan**
That the meeting be adjourned. Carried.