

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday November 4th, 2014 – 5:30 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE

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

STAFF: J. Parry, S. Therrien,

REGRETS: P. Senese, T. Cobain, R. Heil, D. Miller, J. Sammut, C. MacMillan

- 1) **INVOCATION** delivered by Bill Higgins
- 2) **CHAIRPERSON'S REMARKS** Mr. Cooper assumed the chair in Mr. Miller's absence.
- 3) **APPROVAL OF AGENDA**

MOVED BY **B. Higgins** SECONDED BY **B. Steele**

That the agenda for the Sept. 9, 2014 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 October 14th, 2014 meeting be adopted as circulated. Carried.

7) **BUSINESS ARISING FROM THE MINUTES**

- a) Ratification of September and October business.

MOVED BY **B. Higgins** SECONDED BY **V. Catton**

That the following be approved in block:

The minutes of September 9th, 2014 paying special attention to items 3) Approval of Agenda & 6) Minutes of the Previous Meeting.

The minutes of October 14th, 2014 paying special attention to items 3) Approval of Agenda & 6) Minutes of the Previous Meeting & 8(b) December 2014 Hours of Operation.

The minutes of October 14th, 2014 (budget meeting) paying special attention to items 3) Approval of Agenda & 5) 2015 Operating Budget . Carried.

8) **AGENDA ITEMS**

- a) **2015 Capital Budget**

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

That the Port Colborne Public Library Board approves the 2015 Capital Works Budget and 5-year capital works plan for submission to Treasurer, Mr. Senese. And further that the Port Colborne Public Library Board request that any 2014 operating budget surplus be moved to a reserve fund for computer/technology purposes. Carried.

- b) **Author Photos – Wm. Thomas Collection**

MOVED BY **B. Higgins** SECONDED BY **B. Steele**

That the Port Colborne Public Library agrees in principle to exhibit William Thomas' private collection of author photos at the library, pending the signing of an agreement outlining the terms of the exhibit including but not limited to :

- *Submission of a complete and accurate inventory*
- *Proof of insurance*
- *Release of library and municipality from any liability or exhibit related costs*
- *Duration of exhibit*
- *Terms of dissolution by either party*
- *Agreement on method of display and placement of exhibit items*
- *Board approval of any wording and signage to be included in the exhibit*

And further, that any agreement will be subject to review by the CEO and city solicitor. Carried.

c) Marketing

The Director and Board members discussed user demand for a printed Newsletter and the Newsletter's role in the Library's promotional strategy and Marketing Policy.

9) COMMITTEE REPORTS

10) ADMINISTRATIVE BUSINESS

Correspondence

Public Relations Report

a) **Port Colborne Public Library News and Events**. Nov-Dec issue

b) **Public Library Month**

Special programming scheduled for Ontario Public Library Month included:

- Patron Appreciation Day sponsored by Sobeys
- Teen Book Cover Digital Photo Contest sponsored by Boggio Pharmacy
- Senior Drivers Seminar hosted by AAPEX Driving Academy
- Author Talk with Captain Canuck Comic creator Richard Comely
- Salvation Army Food Drive
- Tech Help : Pinterest, Gmail, Downloading for Tablets
- Free draw ballot for every checkout and for "liking" us on Facebook
- Children's PA day Craft programme and "Paws for Stories"

MOVED BY **B. Steele** SECONDED BY **V. Catton**

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

Chief Executive Officer's Report

Treasurer's Report

Director's Report

a) **Furniture and Flooring – progress report**

b) **Request for funding to Lions Club**

The Board reviewed the Library's request to the Port Colborne Lions Club for funding for childrens programmes at March Break and over the Summer months.

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

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 **B. Steele** SECONDED BY **A. Kennerly**

That the meeting be adjourned. Carried