

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday November 8th, 2016 – 6:00 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE

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

STAFF: J. Parry, S. Therrien

REGRETS: B. Ingram, S. Luey, P. Senese, J. Mayne

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

The Director requested that Bill Montgomery from Montgomery Partners be added to the agenda to make a presentation about corporate sponsorship at the library. Cheryl MacMillan requested she be added to the agenda to report on the SOLS meeting she attended November 5th.

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

That the agenda for the November 8th, 2016 meeting be adopted as amended. Carried.

- 4) DECLARATION OF CONFLICT OF INTEREST – none
- 5) DELEGATIONS – none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **H. Cooper** SECONDED BY **B. Higgins**

That the minutes for the October 4th, 2016 meeting be adopted as circulated. Carried.

- 7) BUSINESS ARISING FROM THE MINUTES – none

8) **AGENDA ITEMS**

a) Corporate Sponsorships - Bill Montgomery – Montgomery Partners

Mr. Montgomery described his company and services which include providing civic marketing opportunities such as naming and presenting rights. The municipality has contracted Montgomery Partners and has invited the library to make use of this service.

Mr. Montgomery explained the concept of Civic Marketing, and the benefits to both businesses and to the library of entering into a sponsorship relationship.

Mr. Montgomery presented the Board with an "Offer for Sponsorship Rights", which outlines terms and conditions of a naming agreement.

(i) Motion to go into closed session

MOVED BY **B. Higgins**, SECONDED BY **H. Cooper**

That the Board proceeds into closed session to discuss a matter of possible financial sponsorship. Carried.

(ii) Declarations of conflict of interest

(iii) Consideration of closed session agenda item

(iv) Motion to rise with/without report

MOVED BY **B. Higgins**, SECONDED BY **H. Cooper**

That the Board rise from closed session without report. Carried.

Disclosures of interest arising from closed session. - none

Motions arising from closed session. - none

b) 2015 Annual Survey Submission - Tabled

c) Holiday Hours of Operation

MOVED BY V. Catton SECONDED BY A. Kennerly

That the Port Colborne Public Library be closed to the public from December 24th to 28th, 2016, and January 2nd, 2017 in observance of statutory holidays and days provided for by the collective agreement. That the Library closes early on December 31st, 2016 (New Year's Eve Day) at 3:00 pm and that staff use vacation time or banked time to make up the hours.
Carried.

d) Draft Capital Budget

MOVED BY B. Higgins SECONDED BY H. Cooper

That the Port Colborne Public Library Board approves the 2017 Draft Capital Works Budget and 5-year Capital Works Program as presented for submission to Treasurer Peter Senese.
Carried.

9) COMMITTEE REPORTS

- a) Accessibility Advisory Committee – none

10) ADMINISTRATIVE BUSINESS

Correspondence

a) Canadian Federation of University Women Welland and District.

Once again, the CFUW Welland & District have offered the Welland, Pelham and Port Colborne Public Libraries \$1,000 to sponsor an educational children's program for three libraries during the March Break 2017.

MOVED BY H. Cooper SECONDED BY V. Catton

That the correspondence be received for information purposes. Carried.

Public Relations Report

- a) Port Colborne Public Library News and Events Nov / Dec 2016

- b) New Programming initiative – Holiday Entertainers – Susan Therrien

This year the library is providing entertainers during the Christmas break while children are home from school before they go back in the new year. Admission is free and we hope that families will take advantage of these activities.

MOVED BY H. Cooper 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 - none

10) BOARD MEMBER'S ITEMS

Cheryl MacMillan – report on November 5th SOLS meeting. - Tabled

13) NOTICES OF MOTION

14) DATE OF NEXT MEETING

15) ADJOURNMENT

MOVED BY H. Cooper SECONDED BY J. Frenette

That the meeting be adjourned. Carried.