

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday October 16, 2012, 5:30 pm
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD : C. MacMillan, J. Sammut, T. Cobain, B. Steele

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

REGRETS : R. Heil, J. Tomiuck, D. Miller, E. D'Angelo, A. Kennerly

1) **INVOCATION** delivered by C. MacMillan

2) **CHAIRPERSON'S REMARKS**

Vice Chair Janice Sammut assumed the chair in Derek Miller's absence.

3) **APPROVAL OF AGENDA**

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

That the agenda for the October 16th, 2012 meeting be adopted as circulated. Carried.

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

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the September 11th, 2012 meeting be adopted as circulated. Carried.

7) **BUSINESS ARISING FROM THE MINUTES** - none

8) **AGENDA ITEMS**

a) **2011 Financial Report – Peter Senese**

Treasurer Mr. Peter Senese presented the library's 2011 Financial Report and answered questions.

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

That the Port Colborne Public Library Board receive the 2011 Financial Report as presented by Treasurer Mr. Peter Senese. Carried.

b) **Capital Budget**

Board members reviewed the DRAFT 5 year capital expenditures plan as presented by the Director. Treasurer Mr. Senese was able to answer a number of questions. The completed plan will be presented for the board's approval at the November meeting.

9) **COMMITTEE REPORTS**

10) **ADMINISTRATIVE BUSINESS**

Correspondence

Public Relations Report

Chief Executive Officer's Report - none

Treasurer's Report - none

Director's Report

a) Database Upgrade

The Library upgrade to the union database was successfully completed on October 4th. The anticipated half-day closure to the public was not necessary. All available staff set aside other tasks and concentrated efforts on clearing up the 4-day backlog of shelving and circulation transactions. Staff training on the new cataloguing and circulation modules is on-going. During the 4 days the library was off-line, the biggest disruption of service was the public's inability to access the online catalogue or Overdrive. The library staff is to be commended for the extra effort put forth to minimize frustration for library users during this period when circulation tasks were performed manually.

b) Coop Student

Grade 12 student, Lakeshore Catholic High School. Placement : Sept 19 – Jan 24, 30 hours / week Monday to Friday, shared with Museum. Assisting staff with Book Repair, Collection Maintenance, Programming, Displays, other duties assigned.

c) Auditorium Use

Home Schoolers * Computer and Wii gamers group * Fitness Group * Yoga for Kids
Films for Seniors * Crafts for Kids * Library Bingo * Training Seminars * Meetings
Computer Lessons * Book Club * Knitting Classes * Elementary School Class Visits

d) **Book Club** Our newest Programme. Conducted by a group of library patrons. Held the first Monday of each month.

e) Ontario Public Library Week – Food for Fines

In celebration of Ontario Public Library Week, the Port Colborne Public Library will hold a Food for Fines Day on Friday October 19, 2012. Library patrons can help support Port Colborne's Reach Out Food Centre and reduce library fines by donating non-perishable food items at the Port Colborne Library. One donated food item = \$1 in overdue fines waived to a maximum of \$10

MOVED BY **T. Cobain** SECONDED BY **W, Higgins**

That the Director's Report be accepted for information purposes. Carried.

Circulation Report

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING** Tuesday November 13th, 2012. 5:30 p.m.

14) **ADJOURNMENT**

MOVED BY **C. MacMillan** SECONDED BY **T. Cobain**

That the meeting be adjourned Carried.