

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday October 14th, 2014 – 5:30 p.m.

Port Colborne Public Library Auditorium

ATTENDANCE : **BOARD:** V. Catton, B. Higgins, D. Miller
 STAFF: J. Parry, S. Therrien,
 REGRETS: B. Steele, P. Senese, T. Cobain, R. Heil, A. Kennerly, M. Cooper, J. Sammut, C. MacMillan

1) **INVOCATION** Valerie Catton

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

That the agenda for the October 14th, 2014 meeting be adopted as amended. Carried.

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

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

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

That the minutes for the September 9th, 2014 meeting be adopted as circulated. Carried.

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

8) **AGENDA ITEMS**

a) **Telecommunications costs**

Comparisons between the two principal providers indicate conflicting opinions on the library's requirements and little difference in cost. Library Staff continue to collect data.

b) **December 2014 hours of operation**

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

That the hours of operation of the Port Colborne Public Library in the last 2 weeks of December 2014 be as follows : Closed Wednesday 24, Thursday 25 and Friday 26 and Thursday January 1 as per CUPE collective agreement. Closed Saturday December 27, Closed to the public at 3pm on December 31 with staff who wish to leave at 3pm to use 2 hours of vacation time. Carried.

9) **COMMITTEE REPORTS**

10) **ADMINISTRATIVE BUSINESS**

Correspondence

Public Relations Report

a) **Public Library Month – Newsletter**

The Library publishes a monthly one-page calendar summarizing the month's programmes.

This information is published electronically on the library's website; however library users continue to request the paper format. Copies that are left on the counter at City Hall and other locations are quickly picked up. The October calendar was expanded to a 4 page newsletter to accommodate additional programming for Public Library Month. Most Libraries publish a monthly paper newsletter. At the Niagara library programmers meeting attended by Librarian Susan Therrien, all libraries reported that their most effective and efficient form of promotion is the newsletter in print format and the website. In light of the practices of other libraries and the popularity of the hard copy, the Board decided that the library publish a bi-monthly newsletter beginning with the November-December issue. The

main emphasis of the newsletter is the promotion of programmes and services. There was discussion on distribution of programme information to Port Colborne teachers.

b) City Hall News – October 2014

The Library's section of the October *City Hall News* was devoted to the large quantity of programming offered this fall.

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

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

Chief Executive Officer's Report

Treasurer's Report

Director's Report

a) Staff Development – Children-Youth Blowout

A one-day conference on service to children and youth, programming ideas and networking.

b) Orientation

The Board reviewed the revised Library Orientation Manual for City Council. This document is presented to each council member at the beginning of a new term. All city departments submit an overview for inclusion in the manual.

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

That the Director of Library Services Report be received for information purposes. Carried.

Circulation Report

a) 3rd Quarter 2014

The 3rd quarter report indicates that circulation is up over the same period in 2013 by approximately 8%. Overall revenues are up slightly. Visits to the library during this time increased by 1775 people, while library homepage hits have increased by 35%.

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

That the Circulation Report for the 3rd Quarter 2014 be received for information purposes.
Carried.

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING**

14) **ADJOURNMENT**

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

That the meeting be adjourned. Carried.

**MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING
-----2015 BUDGET-----**

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ATTENDANCE:

BOARD: V. Catton, B. Higgins, D. Miller

STAFF: J. Parry, S. Therrien,

REGRETS: B. Steele, P. Senese, T. Cobain, R. Heil, A. Kennerly, M. Cooper, J. Sammut, C. MacMillan

1) INVOCATION

2) CHAIRPERSON'S REMARKS

3) APPROVAL OF AGENDA

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

That the agenda for the October 14th, 2014 Budget Meeting be adopted as presented. Carried.

4) DECLARATION OF CONFLICT OF INTEREST – none

5) AGENDA ITEMS

2015 Operating Budget

The Board reviewed the 2015 operating budget line by line.

Summary of significant changes to budget and discussion:

- Analysis of utilities gas, hydro and water. The director was asked to seek advice of City Treasurer regarding rate of increase and adjust accordingly.
- Discontinuation of "Freegal" music downloads subscription due to lack of demand. Use these funds to subscribe to "Flipster" – a digital magazine distribution service where whereby Port Colborne Library users can access their favourite magazines from a variety of publishers through the library via a web browser or a custom app and download magazines to read offline, anytime, anywhere.
- Request for an increase to the collection materials budget to cover the shortfall resulting from council's decision to declare a moratorium on Development Charges. Since 2009, the library's portion of Development Charges have funded the collection materials budgets (books, cds, dvds, e-books, audio-books, talking books, magazines, newspapers, etc.)

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

That the Port Colborne Public Library Board approve the 2015 operating budget for submission to Treasurer Peter Senese. Carried.

6) ADJOURNMENT

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

That the meeting be adjourned. Carried.