

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday October 6<sup>th</sup>, 2015, – 5:30 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

**BOARD:** V. Catton, M. Cooper, B. Higgins, C. MacMillan, J. Mayne, B. Ingram, H. Cooper

**STAFF:** J. Parry, S. Therrien,

**REGRETS:** P. Senese, S.Luey, A. Kennerly

1) **INVOCATION** Cheryl MacMillan

2) **CHAIRPERSON'S REMARKS**

Chair Michael Cooper welcomed new Library Board member Harmony Cooper to the Meeting.

3) **APPROVAL OF AGENDA**

MOVED BY **B. Higgins** SECONDED BY **MacMillan**

*That the agenda for the October 6<sup>th</sup>, 2015 meeting be adopted as amended.* Carried.

4) DECLARATION OF CONFLICT OF INTEREST – none

5) DELEGATIONS – none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **C. MacMillan** SECONDED BY **C. MacMillan**

*That the minutes for the August 11<sup>th</sup>, 2015 meeting be adopted as circulated.*

Carried.

7) BUSINESS ARISING FROM THE MINUTES – none

8) **AGENDA ITEMS**

a) **2016 Budget**

Operating Budget – The Director presented the 2016 operating budget in line-by-line detail. Overall increases have remained within the 2.1% recommended by the Treasurer. There were some increases requested and a significant amount of reallocation of funds within the library materials accounts (books, DVDs, electronic resources, periodicals, etc).

MOVED BY **C. MacMillan** SECONDED BY **V. Catton**

*That the Port Colborne Public Library Board approves the 2016 Operating Budget as presented for submission to Treasurer Senese.* Carried.

Capital Works and 5 year plan

After much productive discussion, it was decided that the capital budget be reworked to accommodate 2 new projects. Accessibility issues concerning the men's washroom and the King Street entrance.

**b) Summer Activities Report**

Library Programming Mandate : To offer a variety of activities for a nominal fee or at no cost. Ideally, library programmes operate on a cost-recovery basis. This summer saw revenues of \$1299.00 and expenses of \$1,335.81

This year 238 children registered for the Summer Reading Club and read a total of 3,218 books. Local sponsors included 7-Eleven, Avondale, Harvey's, McDonald's, Subway, TD Bank, and Armstrong Funeral Home. A special thank you to the Port Colborne Lions Club who generously sponsored the Dan the Music Man family concert. Thanks to Board members Valerie Catton, Cheryl MacMillan and Derek Miller for providing programming. Librarian Susan Therrien designed and coordinated all aspects of the programme with the support of library staff. Programming not conducted by staff was provided by members of the community. (full report appended)

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

***That the Port Colborne Public Library board accepts the 2015 Summer Activities Report as presented.*** Carried.

**c) 2014 Financial Statements - Final**

The Board received the Draft statements several weeks ago and was given the opportunity to bring forward questions to Treasurer Peter Senese at that time. There was a small operating surplus at the end of 2014.

MOVED BY **B. Higgins** SECONDED BY **B. Ingram**

***That the Port Colborne Public Library Board approve the Financial Report City of Port Colborne Public Library Board, December 31, 2014 prepared by independent auditor Grant Thornton.*** Carried.

**d) Lions Club Donation**

The Director informed the Board that the Lions had approached her about making a donation to the library of \$10,000. After discussions with the group, it was determined that they would like the funds to be used for some kind of outdoor area that families and all library users could use. We agreed on an outdoor seating area near the playground. The Library will issue a press release, and Board members who are available are encouraged to attend the cheque presentation on Thursday October 15 at 11am.

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

***That the Port Colborne Public Library Board request that a reserve be established for the Port Colborne Lions' donation of \$10,000 to be called "Lions Reserve". And further that these funds be earmarked for an outdoor seating area.*** Carried.

9) COMMITTEE REPORTS

a) Accessibility Advisory Committee – no report

10) ADMINISTRATIVE BUSINESS

Correspondence

**Public Relations Report**

Press Items

- a) *"Drama club for kids wraps up with play presentation"* Erie Media Aug. 19, 2015
- b) *"Stepping Back in History"* InPort News Aug. 27, 2015
- c) *"City Hall News"* The Leader/Niagara This Week Sept. 24, 2015

Programmes and Newsletter

- a) News and Events Fall 2015
- b) September 2015 at the Library Calendar of Events
- c) October 2015 at the Library Calendar of Events

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

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

Chief Executive Officer's Report - none

Treasurer's Report - none

**Directors Report**

- a) New Board Members - The Library Board now has a full complement of members. New members Harmony Cooper and Jeanette Frenette were appointed by city council on September 17<sup>th</sup>, 2015.
- b) HVAC Tender – The Director reported that the Tender for the Library's HVAC system has been drawn up by city staff in the Engineering department Steve Shypowski, Design Technologist and Chris Lee, Manager of Projects and Design. Many thanks to the Engineering Department for looking after all aspects of this detailed project. Bids will be opened on November 9<sup>th</sup>.

MOVED BY **C. MacMillan** SECONDED BY **V. Catton**

***That the Director of Library Services report be received for information purposes.***

Carried.

Circulation Report - none

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING November 10<sup>th</sup>, 2015**

14) **ADJOURNMENT**

MOVED BY **C. MacMillan** SECONDED BY **H. Cooper**

***That the meeting be adjourned.*** Carried.

## Port Colborne Public Library Summer Activities for Children 2015

		Programs and Activities	Attendance	Revenue	Expenses
<p><b>SPONSORS:</b> 7-Eleven, Avondale, Harvey's, McDonald's Subway, TD Bank, Toronto Public Library, Library and Archives Canada, and Armstrong Funeral Home.</p> <p><b>The Port Colborne Lions Club generously sponsored the Dan the Music Man family concert.</b></p> <p><b>Total Reading club registration = 238</b> <b>Total # books read by participants = 3,218</b></p> <p><b>Volunteers: 9</b> <b>Many thanks to Board members Valerie Catton, Cheryl MacMillan, and Derek Miller for providing programming.</b></p> <p><i>Librarian Susan Therrien designed and coordinated all aspects of the programme with the support of library staff. Programming not conducted by staff was provided by members of the community.*</i></p>	1	Red Cross Babysitting Course* (collects fee)	9	-----	\$0.00
	7	Story Time	186	FREE	\$0.00
	7	Library BINGO	132	FREE	\$12.47
	2	St. John Ambulance Paws for Stories*	28	FREE	\$0.00
	4	Play! Tots with Stacey	49	\$28.00	\$18.06
	4	Play! Kids with Stacey	41	\$92.00	\$35.65
	5	Play! Crafts with Stacey	26	\$175.00	\$102.27
	7	Games with Mitch*	26	FREE	\$0.00
	6	Drama Club for Kids with Cheryl MacMillan*	107	\$15.00	
	4	Painting with Margaret	31	\$185.00	\$0.00
	2	Crafts with Jen	8	\$48.00	\$55.69
	6	Arabella's League of BFFs	57	\$40.00	\$56.02
	1	Halloween in July	8	\$7.00	\$0.00
	1	Adventures with Fly Guy	3	\$3.00	\$0.00
	1	Adventures with Geronimo Stilton	2	\$3.00	\$5.85
	1	Cartoons for Kids*	2	FREE	\$0.00
	5	Learn to Draw with Kyla* (collects fee)	40	\$25.00	\$0.00
	1	Taking Care of Fido with Jen and Jiggs	4	\$2.00	\$0.00
	1	Dan the Music Man concert-sponsored by Lions	65	FREE	\$684.84
	7	Yoga with Nadia (collects fee)	43	-----	\$0.00
1	End-of-Summer Party with Magician	124	FREE	\$319.96	
2	Reading Club Outreach/Library Tour (St. Therese)	52	FREE	\$0.00	
1	Reading Club Registration	238	FREE	\$0.00	
		Volunteer Appreciation Gifts			\$45.00
<b>TOTALS</b>	<b>77</b>		<b>1281</b>	<b>\$623.00</b>	<b>\$1,335.81</b>
		PC Lions donation for Dan the Music Man show		<b>\$676.00</b>	
		<b>TOTAL REVENUE and EXPENSES</b>		<b>\$1,299.00</b>	<b>\$1,335.81</b>

**Library Programming Mandate:** To offer a variety of activities for a nominal fee or at no cost. Ideally, library programmes operate on a cost-recovery basis. Note: The Dan the Music Man Concert was sponsored by the Port Colborne Lions Club. Tickets were free.