

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday September 11, 2012 – 5:30 p.m.
Port Colborne Public Library Auditorium

ATTENDANCE

BOARD: D. Miller, J. Sammut, T. Cobain, B. Higgins, B. Steele,
A. Kennerly, C. MacMillan

STAFF: J. Parry, R. Heil, S. Therrien

REGRETS: J. Tomiuck, P. Senese, E. D'Angelo

1) **INVOCATION** delivered by J. Sammut

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

That the agenda for the September 11, 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 **J. Sammut** SECONDED BY **B. Higgins**

That the minutes for the June 12, 2012 meeting be adopted as circulated. Carried.

8) **AGENDA ITEMS**

a) **Upgrade to Union Database and Disruption of Service**

The Director outlined the schedule for the upcoming library database upgrade

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

That the Port Colborne Public Library be closed to the public for part of the day on Thursday October 4, 2012 in order for staff to process three days of manual circulation transactions and shelving if required. Carried.

b) **Summer Activities Report**

The Board reviewed the summer 2012 activities report. In summary, the 190 children who registered for the Summer Reading Club read a total of 2,563 books. 1157 people participated in a total of 67 programs. Programming not conducted by library staff was provided by members of the community. Sponsors included Avondale, McDonald's, Harvey's, 7-11 Tim Horton's, TD Canada Trust, and Frank's Home Building Centre.

c) **2013 Budget**

The Board reviewed the details of the 2013 operating budget as prepared by the Director. Direction from the treasurer advised that the base budget should be status quo and any anticipated increases should be limited to an overall 1% or less.

MOVED BY **J. Sammut** SECONDED BY **B. Higgins**
That the Port Colborne Public Library Board approve the 2013 Operating Budget as presented. Carried.

9) COMMITTEE REPORTS

10) **ADMINISTRATIVE BUSINESS**

Correspondence

- a) Letter of thanks to Ministry of Tourism and Culture from Administrators of Medium Sized Public Libraries (AMPLO) for three year funding for e-resources to be available through Public Libraries.

MOVED BY **B. Steele** SECONDED BY **A. Kennerly**
That the correspondence be received for information purposes. Carried.

Public Relations Report - none
Chief Executive Officer's Report - none
Treasurer's Report - none
Director's Report

Circulation Report

2nd Quarter, 2012

MOVED BY **C. MacMillan** SECONDED BY **T. Cobain**
That the 2nd Quarter 2012 Circulation Report be received for information purposes.
Carried.

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING** Tuesday October 16th, 2012 @ 5:30 pm

14) **ADJOURNMENT**

MOVED BY **T. Cobain** SECONDED BY **J. Sammut**
That the meeting be adjourned. Carried.