

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday September 10<sup>th</sup>, 2013 – 5:30 p.m.

Port Colborne Public Library Auditorium

### ATTENDANCE

**BOARD:** T. Cobain, B. Higgins, M. Cooper, A. Kennerly, J. Sammut, D. Miller,

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

**REGRETS:** P. Senese, B. Steele, R. Heil, C. MacMillan,

1) **INVOCATION delivered** by Janice Sammut

2) **CHAIRPERSON'S REMARKS** Chair Derek Miller read a card from recently retired Librarian Valerie Catton thanking the Board for her retirement gift. Valerie provided the evening's refreshments.

3) **APPROVAL OF AGENDA**

MOVED BY **T. Cobain** SECONDED BY **M. Cooper**

*That the agenda for the September 10<sup>th</sup>, 2013 meeting be adopted as circulated.* Carried.

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

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **T. Cobain** SECONDED BY **J. Sammut**

*That the minutes for the June 4<sup>th</sup> meeting be adopted as circulated.* Carried.

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

8) **AGENDA ITEMS**

a) **Budget Preparation 2014**

Board members reviewed the treasurer's 2014 general operating budget guidelines as well as correspondence requesting all departments ensure that 2013 expenditures and revenues are on target and that fees and rates are to be increased where possible.

The 2013 operating budget was reviewed line-by-line and the director provided an explanation for current variances.

Current fines, fees, and rates were reviewed to find ways to increase revenues. Increases were recommended in several areas that will be incorporated in the 2014 budget. The Board received library staff suggestions for increasing 2014 revenues in the areas of book sales and in-house programming. Library staff are implementing new pricing and marketing strategies for the book sale which include special holiday and seasonal sales.

The Director will have a 1<sup>st</sup> draft of the 2014 operating budget prepared for the October meeting. This will be the main order of business at that time.

b) **Summer Activities Report**

The Director presented the Summer Activities Report for 2013. In summary, 1030 children and parents attended 62 programs. 222 children registered for the Summer Reading Club and read a total of 2,743 books. 134 reading club members attended the end-of-summer party. Sponsors included Avondale, McDonald's, Harvey's, 7-Eleven,

Tim Hortons, TD Bank, Toronto Public Library, Library and Archives Canada and 7 volunteers. Librarian Valerie Catton designed and coordinated all aspects of the programme with the support of library staff. Programming not conducted by library staff was provided by members of the community.

9) **COMMITTEE REPORTS**  
10) **ADMINISTRATIVE BUSINESS**

**Correspondence**

The Director shared a letter which accompanied a recent anonymous donation. Addressed to the "Library Ladies", the donor expressed how important the library has been to her family, ending with "*Thanks to all of you for helping to make this community a better more educated, more imaginative place.*"

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

**Public Relations Report**

a) **Niagara Libraries Video**

The Board viewed the 30 second promotional video that was contracted by the 12 libraries in Niagara. The video was filmed mostly at Port Colborne Library and will be used on the Library's Facebook page, website and at the Vale Centre.

b) **Press**

*"Be Frugal with Freegal at the Port Library : Service allows members to download three songs per week."* The Leader. Thurs. July 4, 2013

*"Lots left for the kids at the Port Colborne Public Library : Spots remain open for most summer activities and events."* The Leader. Thurs. July 25, 2013

*"TD Summer Reading Club Wraps Up."* The Leader. Thurs. August 29, 2013.

c) **Other publications**

*"Port Colborne Community Services Leisure Guide – Fall/Winter 2013/14"*

d) **Canadian Library Month**

The Board reviewed the roster of activities that library staff has scheduled for Canadian Libraries Month 2013 (October).

MOVED BY **A. Kennerly** SECONDED BY **J. Sammut**  
***That the Public Relations report be received for information purposes.*** Carried.

Chief Executive Officer's Report  
Treasurer's Report

**Director's Report**

- a) The Director reported that the internal shuffling due to the Librarian's retirement this spring was continuing with much cross-training and streamlining of workflows. Interviews for the remaining part-time position are scheduled for September 11<sup>th</sup>, 2013

MOVED BY **J. Sammut** SECONDED BY **B. Higgins**

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

Carried.

**Circulation Report**

a) 2<sup>nd</sup> Quarter 2013

MOVED BY **M. Cooper** SECONDED BY **T. Cobain**

***That the Circulation Report for the 2<sup>nd</sup> Quarter 2013 be received for information purposes.*** Carried.

**11) BOARD MEMBER'S ITEMS**

**12) NOTICES OF MOTION**

**13) DATE OF NEXT MEETING**

**14) ADJOURNMENT**

MOVED BY **B. Higgins** SECONDED BY **A. Kennerly**

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