



Port Colborne Public Library Board

MINUTES

7th Regular Board Meeting
Tuesday, September 12, 2017, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

Present: Michael Cooper (*Chair*), Valerie Catton (*Vice Chair*), Jeanette Frenette, William Higgins, Bryan Ingram, Ann Kennerly, Cheryl MacMillan

Staff: Scott Luey, Susan Therrien

Regrets: Councilor John Mayne

1) Michael Cooper, *Chair*, called the meeting to order at 6:00 p.m. and the invocation was read.

2) Mr. Cooper welcomed the Board members.

3) Approval of the Agenda

Moved by A. Kennerly,
Seconded by W. Higgins,

That the agenda be adopted as circulated.

CARRIED.

4) Declaration of Conflict of Interest

None.

5) Delegations

None.

6) Minutes of the Previous Meeting of Tuesday, August 22, 2017

Moved by W. Higgins,
Seconded by J. Frenette,

That the minutes of the August 22, 2017 meeting be adopted as circulated.

CARRIED.



7) Business Arising from the Minutes

None.

8) Agenda Items

i. Recruitment of Librarian

The Director reported that initial interviews were completed and second interviews were being conducted. The target start date for the new Librarian is October 2, 2017.

ii. PC Lions Outdoor Seating Area

Three contractors have expressed interest in the project. We are awaiting quotes.

iii. Strategic Plan

Scott Luey, *CEO*, presented an overview of the upcoming strategic plan process. The Board scheduled a special session on Saturday, November 4, 2017, to begin working on the Strategic Plan.

iv. 2018 Budget and Financial Documents

The Director reported that Peter Senese, *Treasurer*, will attend the October meeting to present the 2016 Financial Documents to the Board. The Director will also present the draft Annotated 2018 Operating Budget.

v. Vending Machine

The Board discussed options regarding the sale of beverages using the current aging vending machine. Mr. Cooper will investigate the possibility of obtaining a newer machine and the Director will contact other libraries to survey current practices. They will report their findings at the October meeting.

vi. Memorial Benches

The Director reported that a plaque in memory of former Board member John Tomiuck has been installed on one of the three benches along the Library sidewalk. The Board asked the Director to contact the City and the Museum to determine pricing of memorial benches for potential donors.

vii. Policy Review and Updates

a. Room Rental and Insurance Requirements: Policy and Forms

The Director presented new room rental and insurance application forms. The Board



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reviewed recommended amendments to the Room Rental policy and fee schedule. A fee schedule for profit and not-for-profit users was adopted as follows:

Half Day (up to 4 hours):	\$10 for not-for-profit \$25 for profit
Full Day (over 4 hours):	\$20 for not-for-profit \$45 for profit

Moved by W. Higgins,
Seconded by B. Ingram,

That the room rental policy and fee schedule be accepted as amended.

CARRIED.

b. Sign Rental

The Board continued its review of the Sign Rental policy and determined that the sign shall be used for the promotion of Library, City, and community events; and, that such use is at the discretion of the Board.

Moved by H. Cooper,
Seconded by A. Kennerly,

That the sign will only be used for commercial use in the promotion of for-profit events in City facilities and at the discretion of the Board.

CARRIED.

viii. Upcoming and Outstanding Agenda Items

The Memorandum of Understanding is still an outstanding item. The Director will confer with the CEO on this issue.

Committee Reports

None.

Accessibility Committee: Report

The Committee has arranged to meet on September 18, 2017, to discuss policy and improvements to accessibility including modifications to the public washrooms. The Committee will report at the October meeting.

10) ADMINISTRATIVE BUSINESS



Correspondence

None.

Public Relations Report

- i. *News and Events*, Fall 2017 newsletter

Moved by A. Kennerly,
Seconded by J. Frenette,

That the Public Relations Report be received for information purposes.

CARRIED.

Chief Executive Officer's Report

None.

Treasurer's Report

None.

Director's Report

- i. Summer Activities Report

The Director reported on a very successful summer of children's programming at the library. A total of 2,492 books were read by the 190 participants in the TD Summer Reading Club. The PC Lions Club sponsored free family entertainment including magician Peter Mennie and the Bubbleology Show. Other sponsors included Avondale, 7-Eleven, Harvey's, McDonalds, and Subway. Library staff coordinated all crafts and activities with 977 children attending the programs.

- ii. PC Lioness Service Club Presentation of a Chair for the Children's Room: Update
Members of the Port Colborne Lioness Service Club will visit the library on September 14, 2017, to present a new chair for the Children's Room. Board members were invited to attend.

- iii. Bicycle Repair Stand and Air-Pump: Update
Board member Ann Kennerly reported that she will be able to provide more information about acquiring a bicycle repair stand and air-pump for the library after she attends the



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next meeting of the Active Transportation Advisory Committee.

ii. Health and Safety

The Director reported that the library has been selected by the City for a Risk Assessment by consultant Rob Andrews of ACT Tactical, Inc. This will be conducted at no-cost to the Library and has been scheduled for the week of September 25, 2017. Mr. Andrews will be onsite to consult with the Director, interview staff, assess the building, and make recommendations. The staff has completed a questionnaire in advance as part of the formal process.

Moved by W. Higgins,

Seconded by H. Cooper,

That the Director's Report be received for information purposes.

CARRIED.

Circulation Report

None.

11) Board Members' Items

None.

12) Notices of Motion

None.

13) Date of the Next Meeting

Tuesday, October 3, 2017

Port Colborne Public Library Auditorium

310 King St., Port Colborne, ON

14) Adjournment

MOVED by V. Catton,

Seconded by C. MacMillan,

THAT THE MEETING BE ADJOURNED.