

# MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday July, 2013 – 5:30 p.m.

Port Colborne Public Library Auditorium

## ATTENDANCE

**BOARD:** D. Miller, T. Cobain, C. MacMillan, B. Higgins, M. Cooper, A. Kennerly,

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

**REGRETS:** P. Senese, B. Steele, J. Sammut

1) **INVOCATION** delivered by T. Cobain

2) **CHAIRPERSON'S REMARKS**

3) **APPROVAL OF AGENDA**

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

*That the agenda for the May 7<sup>th</sup>, 2013 meeting be adopted as amended.* Carried.

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

5) **DELEGATIONS** – none

6) **MINUTES OF THE PREVIOUS MEETING**

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

*That the minutes for the April 9<sup>th</sup> meeting be adopted as circulated.* Carried.

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

8) **AGENDA ITEMS**

### a) **Complaint resolution demonstration**

The Director described the methods used by library staff to resolve a typical complaint from the public regarding rules of library use. Using a real-life example, the Director demonstrated the need for policies to govern situations which arise daily. Policies formed by the Library Board help the Library staff to deliver consistent service.

### b) **Review of Governance Policies**

**Public Libraries Act  
R.S.O. 1990, c. P.44, s. 23 (4)**

**PART I**

**PUBLIC LIBRARY SERVICE**

**GENERAL**

23. Libraries to be open to public

**Rules**

(4) Subject to the regulations, a board may make rules,

a) for the use of library services;

b) for the admission of the public to the library;

c) for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property

d) imposing fines for breaches of the rules;

e) suspending library privileges for breaches of the rules; and

f) regulating all other matters connected with the management of the library and library property.

8.1.1 Library Patron Code of Conduct

Adopted October 4, 2005. Reviewed and revised to include cell phone use in the library and to include the statement : “*The onus is on the individual to exercise acceptable behavior.*”

MOVED BY **A. Kennerly** SECONDED BY **M. Cooper**

*That governance policy **8.1.1 Library Patron Code of Conduct** be adopted as revised. That the revised policy be posted on the library web site and in the library. Carried.*

8.1.6 Public Computer Work Stations - Internet Access Policy

Last reviewed and revised September 1, 2009. Reviewed and revised with format changes.

MOVED BY **T. Cobain** SECONDED BY **C. MacMillan**

*That governance policy **8.1.6 Public Computer Work Stations – Internet Access Policy** be adopted as revised. That the revised policy be posted on the library web site and in the library. Carried.*

7.1.1 Membership and Registration

Last reviewed and revised October 2008. Reviewed and revised to include a map of the “Escarpment Area”.

MOVED BY **M. Cooper** SECONDED BY **A. Kennerly**

*That governance policy **7.1.1 Membership and Registration** be adopted as revised. That the revised policy be posted on the library web site and in the library. Carried.*

7.1.2 Fines and Fees

Last reviewed and revised 2010. Reviewed and revised to include loan periods and fines for new categories: Documentaries and TV Shows.

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

*That governance policy **7.1.2 Fines and Fees** be adopted as revised. That the revised policy be posted on the library web site and in the library. Carried.*

**9) COMMITTEE REPORTS**

**10) ADMINISTRATIVE BUSINESS**

Correspondence

**Public Relations Report**

The Board reviewed the promotional material for upcoming library programmes : *P.A. Day Crafts with Stacey, Tot Time with Stacey, and Library Downloads Seminar*. These programmes are promoted on the website, through social media and in print versions. Mr. Heil suggested that this type of material can also be forwarded to Harry Hakim, Manager of Community Services to be posted on the digital display monitors at the Vale Health and Wellness Centre.

MOVED BY **A. Kennerly** SECONDED BY **M. Cooper**

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

**Chief Executive Officer's Report**

Mr. Heil reported that the Director of Library Services would be attending an upcoming senior staff meeting. These meetings are held quarterly. Coordination of programming efforts will be one of the items on the agenda.

Treasurer's Report

**Director's Report**

- a) Staff Retirement
- b) Memorial Benches

MOVED BY **A. Kennerly** SECONDED BY **T. Cobain**

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

Carried.

**Circulation Report**

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

***The Circulation report for the 1<sup>st</sup> quarter be received for information purposes.*** Carried.

11) **BOARD MEMBER'S ITEMS**

12) **NOTICES OF MOTION**

13) **DATE OF NEXT MEETING**

14) **ADJOURNMENT**

MOVED BY **A. Kennerly** SECONDED BY **T. Cobain**

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