



PORT HOPE
PUBLIC LIBRARY

MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
May 19, 2010 at 6:00 pm

Present: M. Marsh Chair, A. Seaman, C. Peacock, B. Coleman, D. Turck (arrived 7:00 p.m.),
S. West, C. Pittman, B. Stephenson (CEO/Secretary), J. Debattista, Recording Secretary,
Absent: J. Mathew

1. Call to Order

Chair M. Marsh called the meeting to order at 6:01 p.m.

2. Approval of Agenda

Moved by C. Pittman

Seconded by A. Seaman

That the agenda be approved as presented with the addition of item

12.2 Update on Bill 168 Ontario Health and Safety Act

CARRIED

3. Approval of April 21, 2010 Port Hope Public Library Board Minutes

Moved by S. West

Seconded by B. Coleman

That the minutes of April 21, 2010 be approved as presented.

CARRIED

4. Declarations of Conflict of Interest

No declarations of conflict of interest.

5. Presentations

None

6. Board Development

6.1 Report on Trustee Council Meeting May 1, 2010 – M. Marsh

Committee to be struck at June meeting to discuss Legacy Document planning.

Received for information

7. Garden Hill Branch

7.1 Power Outage on Saturday, May 8, 2010

7.2 Asbestos content in Garden Hill Branch floor tiles: Municipal review of facilities to comply with new Occupational Health and Safety Regulation

Consolidation of 11 designated substances regulations to take effect July 1, 2010

Ontario Regulation 490/09 Designated Substances; consolidates 11 designated substance regulations into the new regulation; in effect July 1, 2010. **O. Reg. 490/09:**

<http://www.e-laws.gov.on.ca/html/source/regs/english/2009/ela>.

Received for information

8. Consent Items

8.1 What's On *Available online at* www.phpl.ca

Received for Information

9. Business Arising

9.1 Board discussion regarding Liz Araujo's presentation at April 21, 2010 Board meeting

Supporting documentation:

- a) Information on legislated financial requirements available on Ministry of Culture website ***Public Libraries Act, Questions and Answers for Public Libraries***
www.culture.gov.on.ca/english/library/plafaq.htm#libraryfinance
- b) Board report on donations account approved at the November 19, 2008 Board meeting

Moved by A. Seaman

Seconded by B. Coleman

That the Board directs CEO, B. Stephenson, working with the Board Treasurer to prepare recommendations and procedures for a board bank account as specified by the legislated requirements of the Public Libraries Act and the Ministry of Culture and report at the June meeting.
CARRIED

9.2 Report on OMERS Eligibility For Part-Time Library Employees: Omission Period Applications
B. Stephenson reported that the Omission Period Applications have been completed and sent to Town Hall.

9.2.1 In Camera

Moved by B. Coleman

Seconded by C. Pittman

That the Board proceed in camera in accordance with the provision of the Municipal Act, 2001 S.O., c.25 to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, Section 239 (2)(b)

CARRIED

Moved by C. Pittman

Seconded by A. Seaman

That the Board move out of camera.

CARRIED

9.3 Mary J. Benson Branch heating/cooling contracts: Municipal review and report pending on list of contractors used for municipal facilities

Report due in June.

9.4 Election of Board Officers and appointments to Board Committees

- Update: Board Contact List

Received for information

9.5 Report on ownership of Library building and property (B. Stephenson) *Pending*

10. Board Committee Reports

10.1 Policy – M. Marsh

- Report on April 29 meeting

Received for information

Moved by S. West

Seconded by B. Coleman

That the Board approve, as presented the revised Circulation Policy: Charges

CARRIED

Moved by S. West

Seconded by C. Pittman

That the Board approve, as presented the revised Human Resources Policy 3-20, Conditions of Employment: Hours of Work

CARRIED

Revised policies will be posted and discussed at the June staff meeting.

10.2 Finance – C. Peacock

No meeting of Finance Committee

Monthly statements now available on Municipality's shared drive

➤ Update: Draft 2009 Financial Statements

B. Stephenson will follow up with the Auditor and the Municipality on the 2009 Draft Audit.

Received for information

10.3 Development Fund – J. Mathew

No report

10.4 Reading Garden

Boxwoods planted, area cleaned out

Received for information

10.5 Cultural Advisory Committee

Moved by C. Pittman

Seconded by A. Seaman

That Barb Coleman be appointed by the Board to the Cultural Advisory Committee and a letter be forwarded to Sue Dawe, Director of Corporate Services.

CARRIED

- Report on recent Cultural Advisory Committee meeting from Barb Coleman
Brad Johnson will be invited to the Library to give a presentation of gardens being planned by the Cultural Committee.

Received for information

11. Chief Librarian's Report - B. Stephenson

11.1 Performance Measures

11.1.1 **2010** Performance Measures YTD

11.1.2 **2009** Performance Measures YTD

RE: Performance Measures – Library Membership Totals

Alison Houston has completed the Patron Database 5 Year Review Project. Library card holders were deleted if the card had not been renewed since December 31, 2004. Membership now represents 60% of residents which is closer to the Ontario municipal average of library card holders. A large percentage of the 5698 card holders who were deleted owed money or lost library materials. Over \$12,500 in fines and lost materials was waived.

Received for information

11.2 In Camera

Moved by B. Colman

Seconded by S. West

That the Board proceed in camera in accordance with the provision of the Municipal Act, 2001 S.O., c.25 to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, Section 239 (2)(b)

CARRIED

Moved by B. Coleman

Seconded by A. Seaman

That the Board move out of camera.

CARRIED

11.3 Summer Tutoring Program/Summer Reading Club: Positions

Summer Job posting for two Literacy/Math tutors and one Summer Reading Club coordinator has been advertised. Resumes and cover letters are to be received by 5 pm on Saturday, May 15. Interviews will be conducted the following week.

Received for information

12. New Business

12.1 Investigation of Server replacement options: Report at June Board meeting

12.2 Bill 168 Workplace Violence Update

To be referred to the Policy committee and reported at June meeting.

13. Next Meeting June 16, 2010 at 6 p.m.

Moved by A. Seaman that the meeting adjourn at 8:15 p.m.