MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
June 18, 2008   6:00 p.m.

Present: C. Pittman, Chair, D. Turck (arrived 6:20), C. Peacock, S. West, A. Seaman, M. Marsh, D. Wootton, B. Stephenson, CEO/Secretary, J. Debattista, Recording Secretary
Absent: S. Abell

1. Call to Order
The meeting was called to order at 6:10 p.m.

2. Approval of Agenda
   Moved by D. Wootton  Seconded by C. Peacock
   That the Agenda be approved as presented.  CARRIED

3. Approval of May 21, 2008 Port Hope Public Library Board Minutes
   Moved by M. Marsh   Seconded by S. West
   That the minutes of the May 21, 2008 meeting be approved with the following corrections:
   1. That the meeting was called to order by D. Wootton, Acting Chair
   5.1 Board recommendation that future presentations start at 5:30 and be time limited CARRIED

4. Declarations of Conflict of Interest
   No declarations of conflict of interest

5. Presentations: none

6. Consent Items
   6.1 What’s On @ Port Hope Public Library, June – August 2008
   6.2 Cut to the Chase: Ontario public library governance at-a-glance
   6.3 Financial Statements of PORT HOPE PUBLIC LIBRARY BOARD Year ended December 31, 2007
       Moved by C. Peacock   Seconded by S. West
       That the consent items be accepted with the following change:
       6.3 be moved to New Business.  CARRIED

7. Business Arising
   7.1 Strategic Plan  Update (Chief Librarian)
       Moved by D. Wootton   Seconded by M. Marsh
       That the Draft Mission Statement for the Strategic Plan be discussed at the September meeting.
       CARRIED
7.2 Tangible Capital Assets Reporting Requirement *Update (J. Debattista)*
   Moved by C. Peacock   Seconded by S. West
   That the report be accepted as presented.  
   **CARRIED**

7.3 United Way Day of Caring: Garden Hill Branch floor tiles *Update (Chief Librarian)*
   Moved by D. Wootton   Seconded by C. Peacock
   That the report be accepted as presented and B. Stephenson to do a thank you to the
   volunteers and submit a picture to the newspaper.  
   **CARRIED**

8. Board Committee Reports

8.1 Development Fund Committee (Susan Abell, Committee Chair)  *No meeting*

   8.1.1 Asset Backed Commercial Paper *(Chief Librarian)*
       Moved by C. Peacock   Seconded by D. Wootton
       That the report be received for information.  
       **CARRIED**

8.2 Policy Review Committee: Report (Marilyn Marsh, Committee Chair) *Update*
   *Report of Committee Chair – Meeting June 12, 2008*
   Moved by M. Marsh   Seconded by S. West
   That the revised Job Description – Library Assistant: Circulation Services be approved as
   presented.  
   **MOTION NOT CARRIED**

   Moved by D. Turck   Seconded by C. Peacock
   1. That approval of the revised job description of Library Assistant and new Staff Titles
      be deferred pending further information.

   2. That an annual Staff Recognition Reception be held at the September Board meeting
      **CARRIED**

     Moved by C. Peacock   Seconded by S. West
     To accept report of the Policy Review Committee as presented.  
     **CARRIED**

8.3 Finance Committee/Treasurer’s Report (Christie Peacock, Treasurer)  *No meeting*

8.4 Facility Review: Ad Hoc Committee  *no report*

8.5 Cultural Advisory Committee (Donna Wootton)
   Moved by C. Peacock   Seconded by M. Marsh
   That the report be received for information.  
   **CARRIED**

8.6 Reading Garden Ad Hoc Committee (Donna Wootton, Committee Chair)
   Moved by S. West   Seconded by M. Marsh
   That the report of the Committee be received for information and that the Reading Garden
   Executive Summary and Budget be approved.  
   **CARRIED**
C. Peacock excused at 7:00 p.m.

9. Chief Librarian’s Report
   9.1 Performance Measures  Attached
   9.2 Summer Tutoring
   9.3 Canada Day
   9.4 Library Profile
      9.4.1 Notation in school journal from Howard Jordan Public School
      9.4.2 Library recognition in Central Public School letters to Mayor Thompson
      9.4.3 “Peonies at Port Hope Library” Jacques Surveyor at
         http://www.pixofcanada.com/wp/?p=120
      9.4.4 “Race for Literacy” (donations for Port Hope Public Library) Doll House & Train
         Emporium Grand Re-opening June 14, 2008
      9.4.5 “Port Hope Public Library wins Angus Mowat Award for Business Initiative “ Partnership:
         The Canadian Journal of Library and Information Practice and Research
         (http://journal.lib.uoguelph.ca/index.php/perj/issue/current)
      9.4.6 Invitation to participate in OLA/OLBA Research Project: Profile of public libraries that are
         demonstrating excellence in leadership in community development (Open a Book; Open a
         Business @ Port Hope Public Library)
         Moved by M. Marsh   Seconded by D. Turck
         That the Chief Librarian’s report be received for information.  CARRIED

10. New Business
    Moved by A. Seaman   Seconded by S. West
    That the report be received for information  CARRIED

10.1 Accessibility Standards for Customer Service Training Resource
    • Accessibility Standards for Customer Service (Ontario Regulation 429/07) came into force
      January 1, 2008; public sector compliance by January 1, 2010

10.2 New Copyright Legislation, Bill C-61
    • See CLA: Canadian Library Association Press Release June 12, 2008
      http://www.cla.ca/AM/Template.cfm?Section=News1&TEMPLATE=/CM/ContentDisplay.cfm&C
      ONTENTID=5346

10.3 Chief Executive Officer Salary Survey Report 2008
    10.4 Moved by A. Seaman   Seconded by S. West
    That B. Stephenson request KPMG to send electronic copies of the Port Hope Public Library
    Board Audit.  CARRIED

11. Next Meeting September 17, 2008 at 6 p.m.; Staff Recognition Reception at 5:30 p.m.

12. Adjournment
    Moved by A. Seaman that the meeting adjourn at 7:28 p.m.