

**TOWNSHIP OF WEST LINCOLN
PUBLIC WORKS/RECREATION/ARENA
COMMITTEE AGENDA**

MEETING NO. SEVEN HELD: Monday, September 15, 2014 Township Administration Building, 318 Canborough Street, Smithville - Immediately following the Administration/Finance/Fire Committee Meeting

1. **CHAIR:** Councillor Luciano DiLeonardo
2. **CHANGE IN ORDER OF ITEMS ON AGENDA:**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**
4. **APPOINTMENTS:**
5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**
NOTE: Section 10.14(5) – General Rules - One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five minutes** to address their issue. A response may not be provided and the matter may be referred to staff.

The Chair to inquire if there are any members of the public present who wish to address any items on the Public Works/Recreation/Arena Committee agenda

6. **CONSENT AGENDA ITEMS:**
7. **COMMUNICATIONS:**
8. **STAFF REPORTS:**
9. **OTHER BUSINESS:**

- (a) **ITEM PW44-14**
West Lincoln Public Library Board
Re: August 12, 2014 Minutes

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RECOMMENDATION:

That the minutes of the West Lincoln Public Library Board meeting held on August 12, 2014, be received for information.

- (b) **ITEM PW45-14**
Manager of Road Operation /Water & Wastewater(Kaveh Etezadi)
Re: Construction Projects Update
VERBAL UPDATE

(c) **ITEM PW46-14**
Members of Committee
Re: Referred Matters List
UNDER SEPARATE COVER

(d) **ITEM PW47-14**
Members of Council
Re: Other Business Items of an Informative Nature

10. **NEW BUSINESS:**

NOTE: Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

11. **CONFIDENTIAL MATTERS:**

There are no confidential matters.

12. **ADJOURNMENT:**

That, this Committee does now adjourn at the hour of _____ p.m.

**WEST LINCOLN. PUBLIC LIBRARY
BOARD MEETING
Tuesday, Aug 12, 2014
10:30am at the Caistorville Library**

PRESENT:

BOARD MEMBERS – Cheryl Ganann,, John Glazier, Lynne Hatzlhoffer, Pat Nelson,
Joan Packham, Jennifer Smith

LIBRARIANS – Catharine Vaughan, Colleen Young

ABSENT WITH NOTIFICATION – Deborah Coon-Peterson, Gus Grandmont,
Sue Langdon, Janet Ruczay

MINUTES FROM THE MEETING OF JULY 8, 2014

Moved for acceptance by Cheryl Ganann, **seconded** by Pat Nelson - **carried**.

LIBRARY BUSINESS

1. John Glazier has raised questions as to when moving forward with the Wellandport Library building project became linked to an operational review of the West Lincoln Public Library system. Prior to this Library meeting he had only been aware that the operational review was requested by Council following the Job Evaluation of Roles and Market Review of West Lincoln Library by the Region of Niagara. John will look further into this matter.

Chris Carter, Township of West Lincoln CAO and a SOLS (Southern Ontario Library Service) representative have reviewed the RFP (Request For Proposal) for a Core Services Review of the West Lincoln Public Library. Catharine distributed copies for the Board for review.

Moved by Cheryl Ganann that Catharine proceed with RFP as amended, seconded by Lynne Hatzlhoffer - **carried**.

2. Joan Packham has signed the Auditor's Report for the West Lincoln Library. Documents signed at the July 8th meeting were pre-audit documents.

3. Following Library Board discussion Colleen Young has been authorized to hire in-house to fill the cleaning position for the Caistorville Library facility.

FINANCIAL MATTERS

The Township of West Lincoln Budget Status Report as at July 31, 2014, pertaining to the Smithville, Wellandport and Caistorville Library branches was reviewed by the Board.

CORRESPONDENCE

1. Following an email from Brent Julian - ^{Director of Public Works} ~~Coordinator of Engineering Services~~ for the Township of West Lincoln, specifying his availability, Catharine will attempt to set up a meeting of the Ad Hoc Facilities Committee for September.

2. Gathering multiple copies of a novel for Book Club members can be a problem. Catharine has joined the West Lincoln Library into a Book Club Pool sponsored by Ontario Libraries North. Through this program we receive 10 copies of one title every month for book club use.

Joan Packham
Chair

other

Lynne Hatzlhoffer
Secretary

3. In 2014 the Ottawa Public Library Board passed a motion requesting that both Federal and Provincial governments, as well as the Competition Bureau of Canada, investigate the restrictive practices of e-book publishers. In many cases libraries pay 5 to 10 times more for an e-book than the public would pay to purchase this book. This is not the practice with regular paper books. The purpose of this request is to evaluate whether a legislative or regulatory remedy could be brought into force to help mitigate this problem and the increased expenses to the Libraries.

Motion by John Glazier that the Board send a letter in support the Ottawa Public Library initiative for Government review of restrictive practices by e-book publishers, seconded by Cheryl Ganann - **carried**.

4. Through the Mandarin Automation System the West Lincoln Library Branches are experiencing difficulties checking each others catalogues. Catharine will follow up to seek solutions to this problem.

LIBRARIAN'S REPORT

1. Librarians' Report dated August 12, 2014 was presented to the Board by Catharine Vaughan. A copy of this document is attached to these minutes and is to be included with all copies of these minutes.

2. More than 400 children have participated in the TD Summer Reading Club so for this summer through the West Lincoln Public Library.

3. The Friends of the Library and the Smithville Branch held their annual Sizzling Summer Book Sale and Barbeque on Saturday July 19th. \$537.00 was raised to support West Lincoln library services.

4. A new circulation desk is due to be installed at the Wellandport Library Branch. There was a health and safety issue with the prior desk. The desk was acquired at no charge.

5. A Hearing Health Clinic for adults will be held at the Caistorville Branch on Tuesday September 23rd from 1 - 5pm.

IN CAMERA SESSION

Moved by John Glazier, **seconded** by Cheryl Ganann the next portion of this meeting be closed to the public due to personal matters about an identifiable individual - **carried**.
The Board moved to "in-camera" session at 8:50pm.

Moved by John Glazier, **seconded** by Cheryl Ganann that the Board end the "in-camera" session at 9:15pm - **carried**.

Direction was given to Colleen Young to follow up and report to the Board.

NEXT MEETING: The next meeting will be held on Tuesday, September 9th at 7:30pm at the Smithville Library Branch. An attempt will be made to hold West Lincoln Public Library Board meetings on the second Tuesday of each month.

Motion for adjournment by John Glazier at 9.25pm.

Librarians' Report September 9th, 2014.

Circulation: August 2014:

Books	Computers	Total
8537	432	8537+ 432 + 402 + 46 = 9,417

Circulation of e-books: 402 Freegal: 46

Circulation: August 2013:

Books	Computers	Total
8345	476	8345+ 476 +404 = 9,225

Circulation of e-books: 404

Programs/ Events Held/ Library News

Summer Reading Club Programs at Smithville and Caistorville :

Total Number of Programs: 8

Total Attendance in August for all Programs: 157

A record number of more than 450 children (all Branches) joined the TD Summer Reading Club this summer.

Adult Book Club at Caistorville:

Attendance: 4

Story Times will resume at all branches of the West Lincoln Public Libraries the week of **September 22nd**.

Coffee and Conversation will resume at the Smithville Branch on **Friday, September 12th at 1:00 pm.**

An RFP for a Core Services Review was published August 21st. We have received queries from several consulting firms. The final date for submission is September 22nd. **The contract award date is September 29th.**

An Ad Hoc Facilities Committee Meeting was held on Tuesday, September 2nd. It was decided that we must confirm the status of the Wellandport site review before any other action could be taken. A letter has been prepared to send to the architectural firm that was to perform the review, asking them to clarify their decision to proceed, and to .

The Niagara West Employment and Learning Resource Centre sponsored a **Story Poster Contest** in conjunction with the TD Summer Reading Clubs at the libraries in Grimsby, Beamsville and West Lincoln. They held a **Literacy Event** on August 23rd to award prizes. West Lincoln Libraries earned five of the six prizes awarded. We were very proud of our participants.

I visited the Grade Two class at **Covenant Christian School** on Monday, September 8th, to introduce the genre of Fairytales. I will visit the class on the first Monday of every month to introduce a new genre of reading. We are always pleased to partner with a community group.

The first block of **Book Club Pool** books should be arriving this week. The Caistorville and Smithville branches will both utilize the block for their respective clubs.

The Smithville Branch and the Friends of the Library will hold their **BBBBBB Sale**, (Books, Bulbs, Baking, Bargains, Band Organ and a Barbeque) from 10:00 am to 2:00 pm on **Saturday, September 20th, 2014** at the Smithville Public Library. Gently used articles, excluding encyclopedias, text books, VHS tapes and clothing are now being received.

A cement pad and two benches have been installed at the **Caistorville Memorial Reading Garden**. Plans continue for the plaque dedicating the garden.

A shipment of 54 boxes of used books is being sent to **Better World Books on September 10th**. The books will be offered for sale on several websites, and the Friends of the Library will receive a portion of the profits from any sales.

Hearing Health Clinics for Adults will be held at the **Caistorville Public Library** on **September 23rd** from 1:00 pm to 5:00 pm, and at the **Smithville Public Library** on Friday, **October 10th** from 1:00 pm to 5:00 pm. The Smithville date will correspond to the next **Coffee and Conversation** meeting.

\$47.00 was put in the **Wellandport Building Fund** from the August **Silent Auction** at Smithville.

All branches of the **West Lincoln Public Library** will be closed on Monday, **October 13th** for **Thanksgiving**.