

NIAGARA-ON-THE-LAKE PUBLIC LIBRARY
DRAFT BOARD MINUTES
Meeting of Wednesday, August 24, 2011
7:00 p.m.

Present: Terry Flynn (Chair), Brenda Dyck (Vice-Chair), Andrea Kaiser (Councillor), Dennis Dick (Councillor), Rochelle Dickenson, Joy Lambert, Andrew Porteus and Dave Hunter
Staff: Jim Crux, Debbie Smith

Regrets: *Beckie Fox*

Absent:

1. Call to Order

Terry Flynn called the meeting to order at 7:10pm.

2. Declaration of Conflict of Interest with regard to Agenda Items

No declarations were made.

3. Approval of the Agenda

Motion 11- 101: Moved by A.Porteus, seconded by B.Dyck that the agenda be approved. Motion carried.

4. Approval of the Minutes of the Meeting of July 27, 2011

Motion 11- 102: Moved by A.Kaiser, seconded by D.Hunter, to approve the minutes. Motion carried.

5. Deputation

No deputation was received.

6. Business Arising from the Minutes

6.1 Book Sale Report – Dave Hunter

Board member Dave Hunter reviewed the highlights of the printed report. He noted that the volunteer group had been highly effective and that he was optimistic about the prospects for future volunteerism.

Motion 11-103: Moved by A.Kaiser, seconded by A.Porteus, to accept the report as read. Motion carried.

6.2 Notification Software – Lotus Notes

The CEO reported that notification reminders for supervising staff regarding evaluations could be done with the currently used version of Lotus Notes. Specific training would be available through Fred Cervantes as the evaluation process moved forward to implementation.

6.3 CEO Advertisement

Some concern was expressed over the inclusion of the FAQs. Nonetheless, they were retained in the ad. The possibility of linking to the NOTLPL site was discussed. It was observed that there would be four CEO positions vacant during the search period for the NOTL CEO. Posting sites will be the OLA, Western, FIMS, and the Library's own website. A cooperative news release authored by the Chair, the CEO and Dawn McInnis will be issued prior to the Ad's posting. Print ads will go into the Advance and the Town Crier. On line ads will be placed on Friday, August 26th and will close at midnight, September the 16th. All resumes are to be submitted in PDF format.

There was consensus that the first round of interviews would be completed by the four committee members with the second round to be short list candidates going before the full Board. It also agreed on the necessity of using both structured and unstructured elements in the selection interviews. It was considered desirable to use a neutral facilitator during the interviews. In parallel with the interview design process, Deputy-Chair Brenda Dyck will contact Margaret Andrewes regarding her participation in the interviews as a facilitator.

Motion 11-104: Moved by A.Kaiser seconded by B.Dyck, to accept the CEO posting as amended prior to posting on Friday, August 26th with the posting to be preceded by a news release. Motion carried.

7. Report of the Board Chair

The AMO conference proved interesting, particularly the library workshop. It promoted “soft service” as a linking between municipalities and their libraries. The general trend, provincially, is towards cooperative undertakings with shared facilities such as those in NOTL with the Library/Community Centre complex.

8. Policy Discussion and Revision

8.1 None under current review.

9. Staff Reports

9.1 CEO Report

The CEO report was received.

Motion 11-105: Moved by A.Porteus and seconded by B.Dyck to approve the staff report. Motion carried.

9.2 Monthly Statistics for July, 2011

The CEO drew the Board’s attention to the substantial surge in NHRC usage as well as the developing revenue stream that is coming from computer lab rentals.

Motion 11-106: Moved by A.Kaiser and seconded by R.Dickenson to approve the monthly statistical report. Motion carried.

10. Financial Report

10.1 Library Statement of Accounts

The CEO reviewed two specific budget items with the Board. There were overages on the Library Maintenance and the Computer support lines and the CEO explained the compensation methods for the overages.

Motion 11-107: Moved by D.Hunter, seconded by B.Dyck, to approve the July, 2011 statement of accounts. Motion carried.

10.2 Capital Projects

A brief oral overview was given regarding ongoing capital projects.

10.3 Evergreen Invoice

The CEO explained the change in the Niagara Evergreen costs from the originally budgeted figure of \$10,000 to the \$12,669 of the final invoice. Software enhancements and an additional \$1,000 consortium membership fee accounted for the increase.

Motion 11-108: Moved by D.Dick, seconded by D.Hunter, that the Niagara Evergreen Consortium invoice be accepted for payment. Motion carried.

11. New Business

11.1 Fixed Price Processing Plan

The processing costs to date have been somewhat lower than originally forecast and are on track for the year end.

Motion 11-109: Moved by R.Dickenson, seconded by D.Hunter, to accept the FPP report as read. Motion carried.

11.2 Charitable Status

The charitable status report situation was updated by the CEO. The Town has provided assistance with both the data provision and report completion for the Charitable Status Report for Revenue Canada. The 2010 audit will become available at the end of August and will be forwarded to Revenue Canada thereafter.

11.3 Christmas Float

The Board saw the Christmas Float as an opportunity to engage youth from the Hub at the Community Centre. This would provide an opportunity for any volunteers to gain community service hours. The CEO is to sound out the staff and prepare a preliminary costing for the September 28th Board meeting.

12. Correspondence/Information

12.1 Tech Soup

Tech Soup brokered software acquisitions from Microsoft equivalent to a retail value of \$27,000. This allowed the lab and public area computers to obtain Windows 7 and Office 2010 to enhance the functional and instructional use of the new library computers. A suggestion was made to investigate the availability of Dragon software and possibly Mango from SOLS as well.

12.2 Second Cup

The co-promotion between the Library and Second Cup is ready to move forward. With a slight wording change the promotional bookmark will go to press and be forwarded to the Library upon completion for distribution to patrons.

Motion 11-110: Moved by A.Porteus and seconded by B.Dyck to accept the Second Cup proposal subject to the inclusion of the NOTL Public Library on the bookmark. Motion carried.

13. In-Camera:

No report.

14. Adjournment

14.1 Board Meeting Date

The next Board meeting is scheduled for Wednesday, Sept. 28, 2011 at 7 pm.

Motion 11-112: Moved by J.Lambert and seconded by D.Dick to adjourn at 9 pm. Motion carried.