

NIAGARA-ON-THE-LAKE PUBLIC LIBRARY
DRAFT BOARD MINUTES
Meeting of Wednesday, December 14, 2011
6:00 p.m.

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

Regrets: Andrea Kaiser (Councillor)

Absent:

1. Call to Order

Terry Flynn called the meeting to order at 6:05pm.

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

No declarations were made.

3. Approval of the Agenda

Motion 11-150: Moved by Dave Hunter, seconded by Joy Lambert that the agenda be approved. Motion carried.

4. Approval of the Minutes of the Meeting of November 23, 2011

Motion 11-151: Moved by Joy Lambert, seconded by Andrew Porteus, to approve the minutes. Motion carried.

5. Deputation

No deputation was received.

6. Business Arising from the Minutes

6.1 Board Election 2012

Andrew Porteus was nominated as Chair and Brenda Dyck as Vice-Chair in the November 23, 2011 Board meeting. Their nominations were to be voted on and confirmed at the Board meeting of December 14, 2011.

Motion 11-152: Moved by Dave Hunter, seconded by Dennis Dick, that Andrew Porteus be appointed Chair. Motion carried.

Motion 11-153: Moved by Dave Hunter, seconded by Andrew Porteus, that Brenda Dyck be appointed as Vice-Chair. Motion carried.

6.2 Food Court Evening Access

As directed previously, the CEO made inquiries with Kevin Turcotte regarding the 6 o'clock closure to traffic of the food court. This appeared to have been inadvertent as the actual closing time of 8pm will be enforced from here on and handled by Community Centre staff.

6.3 Telephone System

The Library will transition from Primus to Bell as telephone service supplier. Initial line surveys are completed and actual transition will take place with the fire stations in the early new year.

6.4 OLA, FOPL & AMPLO Memberships

OLA and FOPL membership has been paid. AMPLO membership has been paid for the first time since 2007 at the request of Cathy Simpson, the new CEO.

7. Report of the Board Chair

No report at this time.

8. Policy Discussion and Revision

8.1 Human Resource Policies – HR-01 to 05 for ratification

The HR policies reviews at the last Board meeting were brought forward by Dave Hunter to receive final consideration and be voted on for adoption.

Motion 11-154: Moved by Brenda Dyck, seconded by Dennis Dick to approve policies HR-01 to 05. Motion carried.

8.2 Town of NOTL Compensation Policy

The Town of NOTL does not currently have a defined human resources policy. The collective agreement currently in place guides HR practice presently. The policy committee will undertake a review of the agreement and implications for Library policy.

9. Staff Reports

9.1 CEO Report

The CEO report was discussed especially regarding the budgetary process for 2012.

Motion 11-155: Moved by Joy Lambert and seconded by Andrew Porteus to accept the CEO report. Motion carried.

9.2 Monthly Statistics for March, 2011

There is an ongoing increase in both the circulation of materials and of new Library memberships. The electronic statistics were marked by an unusual increase in the Gale database circulations which has also been noted in other libraries.

Motion 11-156: Moved by Brenda Dyck and seconded by Andrew Porteus to approve the statistical report. Motion carried

10. Financial Report

10.1 Library Statement of Accounts

The CEO reviewed the new capital and operating accounts format with emphasis on the transfer of book acquisitions to the capital budget as a tangible asset.

Motion 11-157: Moved by Dave Hunter, seconded by Andrew Porteus that the Statement of Accounts be received. Motion carried.

10.2 Library Budget 2012

The overall 2012 approved budget was reviewed, specifically in respect to salary funding and additions and improvements to the capital transfer funding lines. There is anticipated to be a small surplus but final statistics will not be available on 2011 until mid to late January 2012.

Motion 11-158: Moved by Beckie Fox, seconded by Rochelle Dickenson to approve the Budget Report 2012. Motion carried.

11. New Business

11.1 Non-resident Library Membership

It was noted that disparities of service exist for people who work in NOTL but who are not resident. Library staff will evaluate possible

costs and benefits of extending membership and bring the subject back to the Board at the February meeting.

11.2 Canadian Art Cards – 1812

Canadian Art Cards have worked out an arrangement with the Bicentennial Committee for sharing proceeds of 1812 related materials. This would not entail direct staff involvement with sales or handling of receipts. Details are to be negotiated and conveyed to the Library.

11.3 Board Member Roles – Book Sale, LitOnTour & “Titanic” Fundraiser

Fund raising related activities in 2012 will entail the July Book sale, the LitOnTour visitation and a “Titanic” dinner. Rochelle Dickenson will head up the LitONTour group, the Book Sale will be organized by Beckie Fox and Brenda Dyck and the “Titanic” dinner will be dealt with by Dave Hunter.

Motion 11-159: Moved by Dave Hunter, seconded by Brenda Dyck.
Motion carried.

12. Correspondence/Information

12.1 Volunteer Service Awards Jan. 25, 2012

12.2 Ontario Medal for Young Volunteers Jan. 31, 2012

Motion 11-160: Moved by Beckie Fox and seconded by Andrew Porteus to receive the correspondence. Motion carried.

13. In-Camera

No report.

14. Adjournment

14.1 Board Meeting Date

The next Board meeting is scheduled for Wednesday, January 25, 2012 at 7pm.

Motion 11-161: Moved by Joy Lambert, seconded by Rochelle Dickenson to adjourn at 9.10 pm. Motion carried.