

**NIAGARA-ON-THE-LAKE PUBLIC LIBRARY  
BOARD MINUTES  
Meeting of Wednesday, May 25, 2011  
7:00 p.m.**

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

**Regrets:**

**Absent:**

**1. Call to Order**

Terry Flynn called the meeting to order at 7:02pm.

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

No declarations were made.

**3. Approval of the Agenda**

**Motion 11-56:** Moved by Andrew Porteus, seconded by Joy Lambert that the agenda be approved. Motion carried.

**4. Approval of the Minutes of the Meeting of April 27, 2011**

**Motion 11-57:** Moved by Andrew Porteus, seconded by Andrea Kaiser, to approve the minutes. Motion carried.

**5. Deputation**

No deputation was received.

**6. Business Arising from the Minutes**

6.1 Magazine Circulation

The CEO explained current magazine circulation practices both locally and regionally. Board members felt current magazine circulation discriminated against some patrons. The Board decided

to hold current magazines as non-circulating and circulate only as replacements arrive.

**Motion 11-58:** Moved by Beckie Fox, seconded by Rochelle Dickenson that all current magazines be non-circulating and only back issues be available for circulation as of July 4. Motion carried.

6.2 Capital Projects

The capital projects progress report was received by the Board.

6.3 Strategic Planning Session Follow-up

The final, corrected version of the Strategic Planning Session four strategic goals was distributed to the Board members.

6.4 Computer Upgrades

The CEO reported the details and costs of the computer lab upgrades including software improvements from Tech Soup. He requested an authorization motion to transfer funds from the computer reserves and upgrade accounts to cover purchase and installation costs.

**Motion 11-59:** Moved by Rochelle Dickenson, seconded by Andrea Kaiser that the CEO be authorized to transfer funds from reserves to current account to cover costs of the computer lab upgrade. Motion carried.

6.4 2<sup>nd</sup> Cup Promotion

The 2<sup>nd</sup> Cup Bag and Bookmark promotion has been forwarded to management for approval. The final decision will be forwarded to the CEO.

6.5 Reserve Funds Transfer re: capital projects

The Board reviewed the recommendation for transfer from reserves to cover the workshop fee for Wayne Hussey's Strategic Planning session.

**Motion 11-60:** Moved by Joy Lambert, seconded by Dave Hunter that reserves be transferred from C-771-Z003-0081 to L-771-0121-0081 for payment on line L-771-0121-3210. Motion carried.

## **7. Report of the Board Chair**

The Chair thanked the Board members for the last five months' effort and input. He announced the CEO had accepted the contract extension offered by the Board and would remain until Dec 31, 2011 as requested. The Chair also thanked the Policy Committee for its rapid progress on policies. He indicated that there was the possibility of a supplemental summer meeting if business and the CEO search required it. There will be a new Community Centre, Library, 2<sup>nd</sup> Cup sign approved for Highway 55.

## **8. Policy Discussion and Revision**

### 8.1 Governance

Committee Chair Andrew Porteus reported on the 3 committee meetings prior to the Board meeting and discussed the review and approval process.

Policies FN-01 and 02 on Vision and Mission were amended slightly.

**Motion 11-61:** Moved by Beckie Fox, seconded by Andrew Porteus that the policies be approved as amended. Motion carried.

Policy GOV-05 on Governance was presented for review and vote.

**Motion 11-62:** Moved by Andrea Kaiser, seconded by Beckie Fox that policy GOV-05 be accepted as presented. Motion carried.

Policy FN-05 was reviewed and voted on.

**Motion 11-63:** Moved by Andrew Porteus, seconded by Dave Hunter that policy FN-05 be approved. Motion carried.

Operations policy OP-02 is a legislated policy which was voted on.

**Motion 11-64:** Moved by Joy Lambert, seconded by Rochelle Dickenson that the policy be accepted. Motion carried.

Policies GOV-02 on Board Orientation, GOV-08 on Advocacy and GOV-10 on Board Training were reviewed for batch approval.

**Motion 11-65:** Moved by Andrew Porteus, seconded by Rochelle Dickenson that all of the batch policies be approved. Motion carried.

The current policy manual of 2001, had an obsolete section, Appendix 7, page 31 requiring removal. A motion to rescind was put forward.

**Motion 11-66:** Moved by Andrew Porteus, seconded by Beckie Fox. Motion carried.

## **9. Staff Reports**

### 9.1 CEO Report

The CEO drew specific attention to the work done by Laura Tait in the Historical Resource Centre and its potential for research and accessibility. It was also pointed out that the Book Sale Volunteers could act as a core for the establishment of a Library Guild or Friends.

**Motion 11-67:** Moved by Andrew Porteus, seconded by Andrea Kaiser to accept the CEO report. Motion carried.

### 9.2 Monthly Statistics for March, 2011

Monthly usage of VHS continues to decline in absolute and relative terms. The CEO recommended elimination of the collection by year end which the Board agreed with given continuing decline. As well, there has been a surge in Novelist usage due to recent integration in the Evergreen catalogue format.

**Motion 11-68:** Moved by Andrew Porteus, seconded by Andrea Kaiser to approve the CEO report. Motion carried

## **10. Financial Report**

### 10.1 Library Statement of Accounts

The Library accounts were reviewed. The CEO drew attention to the Wayne Hussey workshop payment which would receive a journal entry to be re-allocated subsequent to the reserve fund transfer.

**Motion 11-69:** Moved by Dave Hunter, seconded by Andrew Porteus that the Statement of Accounts be received. Motion carried.

## **11. New Business**

### 11.1 LSC FPP Report

The Fixed Price Processing Plan is on track for spending as is the ARP with the Library Services Centre.

**Motion 11-70:** Moved by Andrea Kaiser, seconded by Andrew Porteus that the report be received. Motion carried.

### 11.2 Bequest Project

The bequest concept reported on by the CEO was considered somewhat limited. The Board members expressed a desire to see community input and suggestions, possibly through a focus group.

### 11.3 Margaret Andrewes Workshop

Vice-chair Brenda Dyck contacted Margaret Andrewes to do an orientation workshop for the Board regarding CEO search criteria and considerations. It was booked for Wednesday, June 8<sup>th</sup> from 7 to 9:30pm. Margaret Andrewes and Randy Loucks will deliver the workshop at a cost of \$500.

**Motion 11-71:** Moved by Joy Lambert, seconded by Brenda Dyck that the Board employ Margaret Andrewes and Randy Loucks to offer the workshop as described. Motion carried.

## **12. Correspondence/Information**

### 12.1 Ministry of Tourism and Culture Funding Opportunities

Andrew Porteus proposed a joint application between Niagara Falls Public Library and Niagara-on-the-Lake Public Library to the Cultural Strategic Investment Fund to scan, digitize and index special collections.

**Motion 11-72:** Moved by Dave Hunter, seconded by Brenda Dyck that the Niagara-on-the-Lake Public Library enter into a joint application for funding special collection digitization. Motion carried.

### 12.2 Minister Responsible for Seniors – Senior Achievement

**Motion 11-73:** Moved by Dave Hunter, seconded by Andrew Porteus to receive the letter. Motion carried.

### 12.3 Ontario Medal for Good Citizenship Nominations

**Motion 11-74:** Moved by Dave Hunter, seconded by Andrew Porteus to receive the letter. Motion carried.

**13. In-Camera:**

No report.

**14. Adjournment**

14.1 The next Board meeting is scheduled for Wednesday, June 29, 2011 at 7pm.

**Motion 11-75:** Moved by Beckie Fox, seconded by Joy Lambert to adjourn at 9.10 pm. Motion carried.