

**NIAGARA-ON-THE-LAKE PUBLIC LIBRARY
BOARD MINUTES
Meeting of Wednesday, October 26, 2011.
7:00 p.m.**

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

Regrets: Rochelle Dickenson

Absent:

1. Call to Order

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

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

No declarations were made.

3. Approval of the Agenda

Motion 11- 125: Moved by D. Hunter and seconded by A. Porteus that the agenda be approved. Motion carried.

4. Approval of the Minutes of the Meeting of June 22, 2011

Motion 11- 126: Moved by B. Dyck and seconded by A. Porteus to approve the minutes. Motion carried.

5. Deputation

No deputation was received.

6. Business Arising from the Minutes

6.1 Pink Butterfly Project / Transitions

Letters of support for the Pink Butterfly and Transitions projects were completed as directed, signed by the Chair and forwarded to the project directors.

6.2 Library Week / Friend Raising October 14, 2011

Thanks were expressed by the Chair to Board member Dave Hunter for acting as organizer of the friend raising on October 14th.

There were about 130 participants and 45 of those asked to be included on our contact list. There has proven to be only slight overlap between the book sale volunteers and the new sign ups from Not Too Serious but local awareness of the Library was raised.

6.3 Brock University Research Support

Dave Hunter reported that the Brock University marketing group will be working with the Library. It will be co-operating with the Library to research e-books, e-readers and downloading, looking for both problems and potentials. The results for focus groups and surveys should be in by the end of November, 2012. Board members expressed concern over reaching non-members with the survey and the CEO suggested the possibility of random surveys being done at the two local food stores. This will be investigated.

6.4 OLA Superconference

The OLA Superconference information will be available online on November 1st. The Chair feels this is a critical moment in the process of re-building professional awareness of the NOTLPL at the Provincial level. He called upon as many Board members as possible to attend OLA in February of 2012. This would be a clear expression of solidarity with the new CEO and would allow other staff and Board members to interact with peers while concurrently developing their knowledge base.

7. Report of the Board Chair

Chair Flynn expressed his thanks as Chair for the efforts of the Board thus far. The CEO Search Committee will report in camera but the Chair requested that Board members begin considering the Chair and Vice-Chair responsibilities as the December Board election approaches.

8. Policy Discussion and Revision

No policies are to be brought forward at this time.

9. Staff Reports

9.1 CEO Report

The Board expressed concern over the provision of service to the South end of the Town of NOTL given the potential for seriously increasing costs. A possible partnership with the Niagara Falls Public Library was suggested due to the proximity of the Stamford Branch but several Board members were concerned that local rate payers help support the Library and their taxes should permit them to access their own institution.

Motion 11- 127: Moved by B. Fox and seconded by A. Kaiser to approve the staff report. Motion carried.

9.2 Monthly Statistics

The electronic statistics reveal a large gap between the usage of the EBSCO and the GALE databases. This may be explained by the fact that schools train students to use databases by using EBSCO perhaps resulting in a bias to use it as the default source for research. The CEO pointed out the continuing decline of VHS usage and recommended closing out the collection by the end of December, 2011. The Board concurred.

Motion 11- 128: Moved by D. Dick and seconded by J. Lambert that the NOTLPL VHS collection be withdrawn and disposed of by December 31, 2011. Motion carried.

10. Financial Report

10.1 Library Statement of Accounts

No statement of accounts was possible due to the Town of NOTL's transition to a new financial management software package. Reporting is scheduled to resume in November and 2012 budget forms and documents are anticipated to be in the Library's hands by the first week of November.

10.2 Capital Projects- DVD Storage and Re-shelving Completion

The CEO traced the development of the DVD collection re-shelving project culminating in the addition of a 4th shelf bay to accommodate the growth of the collection.

Motion 11- 129: Moved by D. Hunter and seconded by A. Porteus to receive the capital projects report. Motion carried.

11. New Business

11.1 Library Cards

Samples of the new library card were distributed to the Board members. The new cards are formatted with the Library corporate colours of burgundy and cream and carry the Library address, rules, logo and imprinted bar code. The cards are in service and being issued to new patrons as well as replacing missing cards.

11.2 Revised Job Descriptions

Revised job descriptions have been completed. They were commented on and annotated by staff, reviewed and critiqued by the Town HR specialist and then revised before presentation to the Board. The Board has requested a final review by staff and Board members with the revised documents coming back for confirmation when completed.

Motion 11- 130: Moved by D. Hunter and seconded by B. Dyck to accept the draft job descriptions with modifications from staff and Board review. Motion carried.

11.3 SOLS Connectivity Reimbursement Report

The quarterly SOLS connectivity reimbursement form has been received and forwarded for payment. The funds should arrive in mid to late December.

12. Correspondence/Information

12.1 Town of NOTL re: Bicentennial Events

The Board received the Town's letter describing the criteria for applying for and receiving permission to hold a sanctioned Bicentennial event.

13. In-Camera:

13.1 CEO Recruitment

Motion 11- 131: Moved by B. Dyck and seconded by A. Porteus to move in camera to discuss personnel issues. Motion carried.

Motion 11- 132: Moved by J. Lambert and seconded by A. Porteus to rise without report. Motion carried.

14. Adjournment

14.1 Board Meeting Date

The next Board meeting is scheduled for Wednesday, November 23, 2011 at 7 pm.

Motion 11- 133: Moved by D. Hunter and seconded by J. Lambert to adjourn at 8:31 pm. Motion carried