

NIAGARA-ON-THE-LAKE PUBLIC LIBRARY
DRAFT BOARD MINUTES
Meeting of Wednesday, September 28, 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, Debbie Smith

Regrets:

Absent:

1. Call to Order

Terry Flynn called the meeting to order at 7:05pm.

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

A declaration was made by Rochelle Dickenson regarding agenda item 11.4, the Pink Butterfly Project.

3. Approval of the Agenda

Motion 11-113: Moved by Andrew Porteus, seconded by Dave Hunter that the agenda be approved with the relocation of item 11.1 to section 13 In Camera. Motion carried.

4. Approval of the Minutes of the Meeting of August 24, 2011

Motion 11-57: Moved by Rochelle Dickenson, seconded by Joy Lambert, to approve the minutes. Motion carried.

5. Deputation

No deputation was received.

6. Business Arising from the Minutes

6.1 2nd Cup Promotion

The 2nd Cup Promotion is proceeding successfully. Discount bookmarks are being distributed at the circulation desk and at the public computer stations as well as at the Community Centre 2nd Cup location.

6.2 CEO Advertisement

The Niagara Advance accidentally ran a dummy CEO advertisement prior to the actual job posting. It had been originally formatted to elicit an advertising cost quote but was released in error by an Advance summer staff replacement. The ad was largely unremarked and did not affect response to actual on line postings that followed.

6.3 October 14, 2011 Friend Raising

Dave Hunter reviewed the draft of the friends of the Library friend raising of October 14th. He has toured the Community Centre venue and seen the video equipment to be used. The draft program was also reviewed and discussed. ID tags for the Library Board and staff will be used to identify Board members in the reception line. The costs of the piano accompanist fee and signage may take the costs to or slightly over the currently Board authorized limit of \$500.

6.4 Christmas Float

Staff member Beth Labelle is organising and preparing the float for the December NOTL Santa Claus parade based on a Santa's Workshop theme. Andrew Porteus will check on availability and costing for promotional decals, Dennis Dick has volunteered workshop space and towing for the float. Annakin Books may be distributed to parade route children as a literacy and promotional method with availability and cost being investigated by the CEO. Student volunteer hours may also be available for assistance on the float.

7. Report of the Board Chair

The Board Chair acknowledged the large contributions of time made by the CEO committee members Brenda Dyck, Andrew Porteus and Dave Hunter. The Chair extended thanks to all Board members for their presence at the two, atypical, summer meetings in July and August to deal with CEO recruitment.

8. Policy Discussion and Revision

No policies are to be brought forward at this time.

9. Staff Reports

9.1 CEO Report

The CEO report was delivered and responded to. The CEO noted that typical movie attendance was in the range of 16 to 20 patrons. VHS usage continues to decline and stands at 50% or lower compared to last year's numbers.

Motion 11-115: Moved by Beckie Fox, seconded by Brenda Dyck that the CEO report be approved. Motion carried.

9.2 Monthly Statistics

Board member Andrew Porteus suggested using the Library website home page as the default screen on the 10 public area computers. This apparently had been the case previously and the CEO will check with the staff to investigate the practicality of re-adopting this technique.

Motion 11-116: Moved by Andrew Porteus, seconded by Rochelle Dickenson to approve the staff reports. Motion carried

10. Financial Report

10.1 Library Statement of Accounts

The CEO called the Board's attention to the full time and part time salary account lines. There is a potential surplus of \$11,000 in the full time category by year end but a potential offsetting deficit of about \$15,000 in part time. The heavy overspending in part time may reflect the multiple replacements for an on leave full time staff member but certainly reflects the salary costs for the two summer students. However, it does not show the offsetting revenue for their salaries from the federal program contribution. It was noted by the CEO that the Town's new financial system cannot show, as yet, the exact breakdown of costs. The CEO will be following up the issue for the next Board meeting.

Motion 11-117: Moved by Joy Lambert, seconded by Andrew Porteus that the Statement of Accounts be received. Motion carried.

10.2 Capital Projects

DVD Storage and re-shelving

The CEO reported that the DVD storage wall will be extended with 1 further case to accommodate a significant growth in new DVDs over the summer. Growth will then be capped at capacity and the collection winnowed to remain at the cap. Installation and transfer should be complete by about October 15, 2011 as the new shelf should be shipped by the first week of October.

11. New Business

11.1 CEO Replacement Search

This item was relocated to section 13 on the basis of Motion 11-113, a motion to amend the agenda.

11.2 FPP for August 2011

The FPP is on track and slightly low for the projected processing schedule. This will be adjusted for in the last 4 months of the plan.

11.3 October Library Week

Posters and book marks have arrived. Display and distribution will be done in co-ordination with the friend raising kick-off event on the evening of Friday, October 14, 2011 along with in-library book displays.

11.4 Pink Butterfly Project

This is a project organized by Board member Rochelle Dickenson and is intended to engage seniors through interaction with young women. A parallel project called Transitions addresses the same issue for males and is operated by Dean Dickenson. They are requesting that the Board offer a letter of support to the projects.

Motion 11-118: Moved by Joy Lambert, seconded by Andrew Porteus, to approve the writing of a letter of support for the Pink Butterfly Project and Transitions. Motion carried.

11.5 Dental Health Mobile Clinic

Niagara Region Public Health has requested permission to park their dental treatment RV in the Library Parking lot on a monthly basis to permit access for children and youth to preventive dental services.

Motion 11-119: Moved by Andrew Porteus, seconded by Brenda Dyck, to approve the Dental Clinic usage of the parking lot for the mobile dental clinic. Motion carried.

11.6 War of 1812 Commemorative Items

A local vendor of 1812 Bicentennial commemorative items called Canadian Art Cards has requested permission to set up an on consignment display of materials to sell within the Library on a profit sharing basis. The Board felt its charitable status excluded that possibility but would consider a proposal if the vendor was an approved sponsor/member of the Bicentennial Committee.

Motion 11-120: Moved by Beckie Fox, seconded by Andrea Kaiser, to not approve item sales unless the vendor is part of the Bicentennial Committee. Motion carried.

11.7 Brock University

The Board training scenario outlined by Brock would have used 4th year and grad students which would not have been productive. Currently under consideration is a small scale e-book research project which has not been finalised.

12. Correspondence/Information

12.1 Ministry of Municipal Affairs

This letter from the Ministry encourages promotion of Local Government Week. FOPL has requested Libraries emphasize Library Week promotions in lieu of Local Government Week so as to avoid diluting the message

12.2 RBC

Board members reviewed the RBC account information on the interest earning bequest of last year.

12.3 Volunteers Awards

The CEO drew attention to the request for nominees for the June Callwood Awards.

Motion 11-121: Moved by Brenda Dyck, seconded by Andrew Porteus to accept the correspondence. Motion carried.

13. In-Camera:

Motion 11-122: Moved by Dave Hunter and seconded by Andrew Porteus to move into in camera to discuss personnel issues. Motion carried.

Motion 11-123: Moved by Andrew Porteus and seconded by Brenda Dyck to rise without report. Motion carried.

14. Adjournment

14.1 Board Meeting Date

The next Board meeting is scheduled for Wednesday, October 26 2011 at 7pm.

Motion 11-124: Moved by Joy Lambert, seconded by Dave Hunter to adjourn at 8.57 pm. Motion carried.