

**NIAGARA-ON-THE-LAKE PUBLIC LIBRARY
BOARD MINUTES
Meeting of Wednesday November 21st, 2012
7:00 p.m.**

Present: Brenda Dyck (Vice Chair), Dave Hunter, Joy Lambert, Beckie Fox, Dennis Dick, Rochelle Dickenson

Staff: Cathy Simpson (CEO), Laura Tait (Manager)

Regrets: Andrew Porteus (Chair), Terry Flynn, Andrea Kaiser

Last Motion 12-53

1. Call to Order

The Vice Chair called the meeting to order at 7.06 p.m.

2. Deputations

No deputation was received.

3. Declaration of Conflict of Interest

No declarations were made.

4. Approval of the Agenda

Motion 12- 54: Moved by D. Hunter, seconded by J. Lambert that the agenda be approved with adjustments to names. **Carried.**

5. Approval of Consent Agenda

Motion 12-55: Moved by B. Fox, seconded by J. Lambert that the consent agenda be approved. **Carried.**

6. Business Arising from the October 24th, 2012 Minutes

6.1 Building Better Boards Webinar Series

December 4th 'Is it time for a governance checkup?' hosted by Margaret Andrews.

6.2 Emergency Alarm

Moved to next meeting.

6.3 Trustee Council Meeting, November 17th

J. Lambert reported on the meeting at the Six Nations Library.

6.4 Board/Staff Christmas Dinner

The dinner will take place at The Old Winery, Thursday December 13th at 7pm. Board and staff members will be paid for except for alcohol, guests will cover the cost of their meals.

ACTION: All board members reply to email invitation by December 6th.

6.5 OLA Superconference

ACTION: If Board members are interested in attending OLA they need to send a list of the sessions they would like to attend to the CEO by December 10th.

7. Policy Review

7.1 HR – 06 Constructive Discipline

To be renamed and reviewed next board meeting.

7.2 HR – 13 Staff Records

Motion 12-56: Moved by D. Hunter, seconded by B. Fox to accept HR-13 Staff Records subject to adding expiry conditions in line with the Town's policy.

Carried.

8. New Business

8.1 Staff Update

No action needed.

8.2 Volunteer Management

See handout.

ACTION: C. Simpson to discuss with staff their views on volunteer self-management.

8.3 2nd Cup Fundraiser

Picture with Santa event on December 1st will take place in Second Cup and all proceeds to go to the Library.

9. Board Inquiries

No board inquiries.

10. Closed Session – Legal Issue

Motion 12-57: Moved by J. Lambert, seconded by B. Fox to move into closed session. **Carried.**

Motion 12-58: Moved by D. Hunter, seconded by R. Dickenson to move out of closed session. **Carried.**

11. Adjournment

Motion 12-59: Moved by J. Lambert, seconded by B. Fox that the meeting be adjourned at 8:20pm. **Carried.**

The next Board meeting is scheduled for December 19th, 2012, 7:00pm.
Community Centre Board Room