

**NIAGARA-ON-THE-LAKE PUBLIC LIBRARY
BOARD MINUTES
Meeting of Wednesday, September 26th, 2012
7:30 p.m.**

Present: Andrew Porteus (Chair), Dave Hunter, Andrea Kaiser (Councillor), Joy Lambert, Dennis Dick (Councillor), Joy Lambert, Brenda Garrett (Manager of Finance/Treasurer Town of Niagara-on-the-Lake), Beckie Fox

Staff: Cathy Simpson, Laura Tait

Regrets: Rochelle Dickenson, Terry Flynn, Brenda Dyck (Vice-Chair)

Last Motion 12-40

1. Call to Order

The Chair called the meeting to order at 7.34 p.m.

2. Deputation

No deputation was received.

3. Declaration of Conflict of Interest

No declarations were made.

4. Approval of the Agenda

Motion 12-41 Moved by Beckie Fox, seconded by Dennis Dick that the agenda be approved. **Carried.**

5. Approval of Consent Agenda

Motion 12-42 Moved by Joy Lambert, seconded by Dave Hunter that the consent agenda be approved. **Carried.**

6. Business Arising

**6.1 2013 Budget – Brenda Garrett, Manager of Finance/Treasurer
Capital Budget**

- The budget includes provision for more e-resources
- The ebook spending budget is comparable with other libraries of a similar size but the physical book spending is on the low side

- The 10 year Capital Budget projection increases spending every year
- \$7,000 has been allocated for the replacement of furniture in the program room
- In 2013 all the public computer terminals will be replaced
- Projections extend to 2023

Motion 12-43 Moved by Joy Lambert, seconded by Dennis Dick to accept the Capital Budget as presented. **Carried.**

Operating Budget

- Brenda and Cathy have brought the budget in line with Town's 1.9% increase
- \$9,000 revenue lost to removal of DVD rental fees, this shortfall has been recovered from the operating budget
- Need for a cash register or adoption of town's accounting software
- Concern was expressed that salaries, wages and benefits do not allow for staff coverage of sick leave
- Lines that were over budgeted in 2012 have been reduced
- Lab rental is reported as not making any money, Cathy will be monitoring the use of the computer lab

Motion 12-44 Moved by Dave Hunter, seconded by Joy Lambert to accept the operating budget as presented. **Carried.**

6.2 Ad Hoc Facility & Service Committee

- Committee to be created to research how best the Library can serve Transient Migrant workers and the South End communities of Niagara-on-the-Lake
- Committee members are Andrew Porteus, Andrea Kaiser, Dennis Dick and Cathy Simpson as a staff member
- Absent Board members will be contacted by email to recruit more committee members
- First meeting of the Service Committee will take place before the October 2012 Board meeting

6.3 Author Series

Andrea Kaiser reported that all the winery locations have been confirmed except one. The more popular authors are being hosted at the bigger wineries. The wineries will be promoting the series on their websites.

6.4 Library Credit Card

Deferred to October 2012 meeting. Referred to the policy committee to bring to the next Board meeting.

6.5 Presentation to Council

Cathy Simpson and Andrew Porteus are presenting to Council at the October 9th meeting to update council on Library matters and talk about their outreach plans.

7. Policy Review

7.1 HR – 10 Seniority

Referred to policy committee to bring to the October 2012 meeting.

8. New Business

8.1 NOTL Transit

New NOTL transit schedule does not stop at the Community Centre. A letter is being drafted to show how patrons rely on this service to visit the Library and Community Centre.

8.2 Grants and Fundraising

Grants

- Two grant proposals were submitted in August
 - NOTL Community Digitisation Project which involves other partners in the Niagara-on-the-Lake community. Total cost: \$48,739
 - Should find out if successful by end of October 2012
- Library Garden Redesign Grant
 - A Federal grant funds a third of the project
 - Commitment from Nursery School for \$500 for small vegetable garden, Rochelle Dickenson's Pink Butterfly Project also committed \$500.
 - Find out if successful by end of year and then there is 2 years to complete the project.
 - Approach NOTL golf tournament for 2013 to raise funds

Fundraising

Book Sale Report

B. Fox reported that the total raised was \$7,248 this year. The sale prices were raised this year but unit sales were down. Community Centre is a good venue but it was a lot more work than imagined. B. Fox recommends that no future organisers of the book sale should be employed in full time work. Need to discuss changes in hours and way books are sorted for next year.

D. Hunter reported that there is a work group set up for 2013. The donations need to be pruned fiercely and donate unwanted materials directly to Nova House. Andrew absent for November board meeting, Andrea away.

8.3 Building Better Boards Webinar Series

See handout.

8.4 Fees & Fines

- Children's fees in line with adults
- Non-resident fee raised to \$30 a year
- Report to be prepared on Non Resident Registrations for October 2012 meeting.
- DVD fees removed

Motion 12-45 Moved by Dave Hunter, seconded by Joy Lambert to adopt the proposed fees schedule amendments. **Carried.**

9. Closed Session – H.R. Issues

Motion 12-46 Moved by Beckie Fox, seconded by Dave Hunter that the meeting move into closed session. **Carried.**

Motion 12-47 Moved by Andrea Kaiser, seconded by Beckie Fox that the meeting move out of closed session. **Carried.**

10. Adjournment

Motion 12-48 Moved by Dennis Dick that the meeting be adjourned at 10:22 p.m. **Carried.**

The next Board meeting is scheduled for Wednesday, October 24th, 7:00 p.m. Community Centre Board Room.