

**NIAGARA-ON-THE-LAKE PUBLIC LIBRARY**  
**BOARD MINUTES**  
**Meeting of Wednesday, June 26<sup>th</sup>, 2013**  
**7:00 p.m.**

**Present:** Andrew Porteus (Chair), Brenda Dyck (Vice-Chair), Terry Flynn (Councillor), Dave Hunter, Joy Lambert, Beckie Fox, Rochelle Dickenson

**Staff:** Cathy Simpson (CEO)

**Regrets:** Andrea Kaiser (Councillor)

Last Motion 13-100

**1. Call to Order**

The Chair called the meeting to order at 7:40 p.m.

**2. Deputation**

No deputations were received.

**3. Declaration of Conflict of Interest**

No declarations were made.

**4. Approval of the Agenda**

**MOTION 13-101:** Moved by D. Hunter, seconded by B. Dyck that the agenda be approved. **Carried.**

**5. Consent Agenda**

**5.1 May 22<sup>nd</sup>, 2013 Minutes**

**5.2 Chair Report**

**5.3 CEO Report**

**5.4 Financial Reports**

**5.5 Statistics Reports**

**5.6 Wine & Words Report**

**5.7 Correspondence/Information**

**MOTION 13-102:** Moved by B. Dyck, seconded by D. Hunter that the consent agenda be approved. **Carried.**

## 6. Business Arising from the May 22<sup>nd</sup>, 2013 Minutes

### 6.1 Board Advocacy

The following library board advocacy initiatives were discussed:

- Town of NOTL staff barb-b-q hosted by library
- Quarterly Town of NOTL staff reports to council
- Annual report
- Fun facts and figures
- Value calculator

### 6.2 Facility & Service Committee

**MOTION 13-103:** Moved by D. Hunter, seconded by B. Fox that the CEO attend the upcoming Annual Institute on the Library as Place. **Carried.**

**MOTION 13-104:** Moved by T. Flynn, seconded by R. Dickenson that the CEO research library locker locations in Glendale, St. David's and Queenston. **Carried.**

### 6.3 Emergency Alarm

Two staff emergency alarms will be installed on July 8<sup>th</sup>, 2013.

### 6.4 Book Sale

The book sale will take place in the Community Centre Simpson Room on July 19<sup>th</sup> from 9:00 a.m. to 8:00 p.m. and on July 20<sup>th</sup> from 9:00 a.m. to 4:00 p.m.

## 7. New Business

### 7.1 Board Packages

Board packages need to be distributed one week in advance of the board meeting if they include background information for board motion votes.

### 7.2 Development Charges

All library collection materials are eligible for 90% funding from development charges. Currently only 50% of print materials are funded by development charges.

### 7.3 2014 Budget

A board meeting to review the 2014 budget is scheduled for Tuesday, September 3<sup>rd</sup>. The regular September board meeting will be held on the 25<sup>th</sup>.

#### **7.4 Job Descriptions**

**MOTION 13-105:** Moved by B. Fox, seconded by J. Lambert that the Library Service Associate and Library Manager job descriptions be approved. **CARRIED.**

#### **7.5 Summer Programs**

The adult and children's program brochures were distributed.

#### **7.6 Library Plaque**

Gerda Molson asked the CEO about moving the library history plaque to the library grounds.

**ACTION:** T. Flynn to investigate the possibility of moving the library history plaque.

### **8. Board Inquiries**

There were no board inquiries.

### **9. Closed Session – Personnel Issue (CEO Performance Evaluation)**

**MOTION 13-106:** Moved by D. Hunter, seconded by R. Dickenson that the meeting move in to closed session at 8:55 p.m. for the annual CEO performance evaluation. **CARRIED.**

**MOTION 13-107:** Moved by J. Lambert, seconded by R. Dickenson that the meeting moved out of closed session at 9:20 p.m. **CARRIED.**

### **10. Adjournment**

**MOTION 13-108:** Moved by J. Lambert that the meeting be adjourned at 9:20 p.m. **CARRIED.**

The next Board meeting is scheduled for Tuesday, September 3<sup>rd</sup>, at 7 p.m. in the Library Rotary Room.