

**NIAGARA-ON-THE-LAKE PUBLIC LIBRARY  
BOARD MEETING MINUTES**

**Wednesday, November 27<sup>th</sup>, 2013, 7:00 p.m.  
Community Centre Board Room**

Last Motion 13 - 123

**1. Call to Order**

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

**Staff:** Cathy Simpson (CEO)

**2. Deputations**

No deputations were received.

**3. Declaration of Conflict of Interest**

No declarations of conflict of interest were made.

**4. Approval of Agenda**

**MOTION 13-124:** Moved by D. Hunter, seconded by J. Lambert, that the agenda be approved as amended. **CARRIED.**

**5. Niagara Community Foundation – Liz Palmieri**

Liz Palmieri, Executive Director of the Niagara Community Foundation (NCF), spoke to the board about the NCF's granting programs, the library's fund and planned giving.

**6. Approval of Consent Agenda**

- 6.1. Library Board Meeting Minutes, October 23<sup>rd</sup>, 2013**
- 6.2. CEO Report**
- 6.3. Financial Reports**
- 6.4. Statistics Reports**

The Board Chair asked that the Statistics Report be pulled from the Consent Agenda for discussion.

**MOTION 13-125:** Moved by B. Dyck, seconded by J. Lambert, that the consent agenda be approved as amended. **CARRIED.**

## 6.4. Statistics Reports

The Board Chair asked if the 64% increase in interlibrary loans indicated the library's collection was not meeting the community's needs. The CEO explained this was partly the case and that the library was currently undertaking collection redevelopment and will be using Collection HQ, a collection management tool, to ensure the collection is responsive to the community's needs going forward.

## 7. Business Arising from the Library Board Meeting Minutes, October 23<sup>rd</sup>, 2013

### 7.1 Strategic Planning Meeting

A strategic directions progress review is scheduled for January 22<sup>nd</sup>, 6:00 p.m. The review will be facilitated by a consultant and include board and staff who will review what's been accomplished to date and determine what strategic goals to work on in 2014. The monthly board meeting will be held after the review and planning session.

### 7.2 Trustee Meeting Report – Joy Lambert

J. Lambert presented her report from the autumn Trustee Council #2 meeting in Niagara Falls. Notes from all the autumn meetings can be found at:

[www.sols.org/files/docs/share/networking/TrusteeCouncils/fall2013\\_trusteecouncil\\_notes.pdf](http://www.sols.org/files/docs/share/networking/TrusteeCouncils/fall2013_trusteecouncil_notes.pdf)

### 7.3 OLA Super Conference

Board members were reminded to contact the CEO by December 10<sup>th</sup> if they want to attend the Ontario Library Association Super Conference. Late fees are applied to registrations after December 17<sup>th</sup> and must be paid by board members who incur them.

### 7.4 C3 Report

The CEO presented a C3 update report.

**MOTION 13-126:** Moved by T. Flynn, seconded by D. Hunter, that C3 Report be received.  
**CARRIED.**

### 7.5 Christmas Dinner

A staff/board Christmas dinner is scheduled for December 2<sup>nd</sup>, 6:00 p.m. at White Oaks' Play Restaurant.

**ACTION:** CEO to send Christmas dinner email reminder.

## 8. New Business

### 8.1 2014 Library Board Meeting Schedule & Location

**MOTION 13-127:** Moved by L. Lambert, seconded by B. Fox that the 2014 library board meeting dates be approved and the meetings held in the Library Rotary Room. **CARRIED.**

### 8.2 Community Garden Project

Fundraising progress for the Community Garden Project was reviewed. The total project cost is \$70,000 of which \$16,000 has been raised:

Farm Credit Canada	\$10,000
NOTL Horticultural Society	\$5,000
Niagara Nursery School	\$500
Motivated Moms Club	\$500

### 8.3 Volunteer Fundraiser Position

A volunteer fundraising position has been created in an effort to recruit a qualified volunteer to raise the remaining funds needed for the Community Garden Project.

**MOTION 13-128:** Moved by T. Flynn, seconded by D. Hunter, that the volunteer fundraising position be received. **CARRIED.**

### 8.4 2014 Summer Book Sale

The 2014 annual summer book sale was discussed.

## 9. Adjournment

**MOTION 13-129:** Moved by J. Lambert, seconded by R. Dickenson, that the meeting be adjourned at 9:15. **CARRIED.**

**Next Meeting**  
**January 22<sup>nd</sup>, 2014, 6:00 p.m.**  
**Library Rotary Room**