

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

**Wednesday, October 23<sup>rd</sup>, 2013, 7:00 p.m.  
Community Centre Board Room**

Last Motion 13 - 118

**1. Call to Order**

**Present:** Andrew Porteus (Chair), Rochelle Dickenson, (Vice-Chair), Beckie Fox, Dave Hunter, Joy Lambert,

**Staff:** Cathy Simpson (CEO)

**Regrets:** Brenda Dyck, Andrea Kaiser (Councillor),

**Absent:** Terry Flynn (Councillor)

**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 13-119:** Moved by J. Lambert, seconded by B. Dyck that the agenda be approved as amended. CARRIED.

**5. Approval of Consent Agenda**

5.1. Library Board Meeting Minutes, September 25<sup>th</sup>, 2013

5.2. Chair Report

5.3. CEO Report

The September 25<sup>th</sup>, 2013 minutes were reviewed and corrected.

**MOTION 13-120:** Moved by B. Fox, seconded by A. Kaiser that the consent agenda be approved as amended. CARRIED.

**6. Business Arising from the Library Board Meeting Minutes, September 25<sup>th</sup>, 2013**

**6.1. 2014 Operating Budget**

**MOTION 13-121:** Moved by D. Hunter, seconded by J. Lambert that the 2014 Operating Budget be approved as discussed at the September 25<sup>th</sup>, 2013 meeting. CARRIED.

**6.2 Reserve Reports**

**MOTION 13-122:** Moved by B. Fox, seconded by J. Lambert that the Reserve Reports be received as discussed at the September 25<sup>th</sup> meeting. CARRIED.

### **6.3 Library Locker Mileage Budget**

The CEO presented the estimated mileage budget needed to deliver library materials once per week to Glendale, St. David's and Queenston.

**ACTION:** CEO to research insurance requirements for volunteers and staff delivery library materials to library lockers.

### **6.4 Federation of Ontario Public Libraries (FOPL) Advocacy Training Series**

Audio files for the FOPL training series "Influencing Skills: Advocacy for Public Libraries" will be made available on the FOPL web site.

### **6.5 Staff/Board Dinners**

Debbie Smith's retirement dinner is scheduled for Friday, October 25<sup>th</sup> at the Old Winery restaurant. The staff/board Christmas dinner will be held at White Oaks Play restaurant on December 2<sup>nd</sup> at 6:00 p.m.

**ACTION:** Staff to decide menu choices.

### **6.6 Strategic Plan Report**

The CEO presented a strategic plan progress report which grouped library initiatives with the strategic directions they support.

**ACTION:** CEO to plan a strategic review session with board and staff in early January 2014.

### **6.7 Rising Spirits Event**

The library is sponsoring the Niagara-on-the-Lake Writers' Circle Writing Contest and the CEO will be attending the awards reception to present two awards.

## **7. New Business**

### **7.1 Friends of the Library**

The revival of the library Friends group was discussed.

**ACTION:** Volunteers and Friends of the Library to be included in January's strategic review session.

### **7.2 Library Renovation**

The 2015 carpet replacement and shelving realignment was discussed in conjunction with a larger library renovation.

**ACTION:** CEO to research library design specialists.

### **7.3 Trustee Meeting, November 9<sup>th</sup>, Niagara Falls**

J. Lambert will be attending the regional trustee meeting on November 9<sup>th</sup> at the main branch of the Niagara Falls Public Library.

### **7.4 OLA Super Conference**

The 2014 OLA Super Conference budget was reviewed. The CEO recommended the following spending limits:

Accommodation	\$130/night
Mileage	\$20 (Megabus return trip + TTC round trip)
Meals	\$50/day

**ACTION:** CEO to email conference program link to board members who will present their conference choices at the November board meeting.

### **7.5 Niagara Community Foundation Investment**

The NCF annual disbursements were reviewed.

**ACTION:** This information will be included in the November board package as background information to NCF Director Liz Palmieri's presentation to the board.

### **7.6 Wine & Words Dinner**

The CEO informed the board that the dinners for the remainder of the W&W author series still need to be sponsored.

**ACTION:** D. Hunter to follow up with the Garrison House restaurant.

**ACTION:** CEO to prepare C3 Report for November's board meeting.

**ACTION:** CEO to begin audit of board policies.

**ACTION:** CEO to talk to Town Treasurer regarding recruitment of a new board member.

## **8. Board Inquiries**

There were no board inquiries.

## **9. Adjournment**

**MOTION 13-123:** Moved by J. Lambert, seconded by R. Dickenson, that the meeting be adjourned at 9:15. CARRIED.

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