

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

**Wednesday, April 23<sup>rd</sup>, 2014, 7:00 p.m.  
Library Rotary Room**

**Last Motion 14-20**

**1. Call to Order**

The meeting was called to order at 7:05 p.m.

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

**Staff:** Cathy Simpson (CEO)

**Regrets:** Rochelle Dickenson

**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 14-21:** Moved by B. Dyck, seconded by J. Lambert, that the agenda be approved. **CARRIED.**

**5. Approval of Consent Agenda**

**5.1. Library Board Meeting Minutes, April 23<sup>rd</sup>, 2014**

**5.2. CEO Report**

**5.3. Statistics Reports**

**5.4. March Break Report**

**MOTION 14-22:** Moved by B. Dyck, seconded by B. Fox, that the consent agenda be approved and *5.2 CEO Report* be pulled from the agenda for discussion. **CARRIED.**

**MOTION 14-23:** Moved by B. Fox, seconded by D. Hunter, that *5.2 CEO Report* be received. **CARRIED.**

J. Lambert asked about public reaction to the moving of the Local History Collection and the creation of a Young People (YP) area. The CEO reported no negative reactions and a very positive response to the new YP area.

## **6. Business Arising from the Library Board Meeting Minutes, March 26<sup>th</sup>, 2014**

### **6.1. Financial Reports**

**MOTION 14-24:** Moved by J. Lambert, seconded by D. Hunter, that the Financial Reports be received. **CARRIED.**

The CEO presented the 2011, 2012 and 2013 year end operating budgets. A discussion of budget shortfalls and transfers followed. The 2014 first quarter financial report was then reviewed.

**ACTION:** CEO to draft a simplified summary financial report for the second quarter.

### **6.2. Community Garden**

A. Kaiser discussed the Garden Party fundraiser being planned at Reif Estate Winery and the donor sponsorship levels. T. Flynn suggested a \$100 plant or flower donation option be offered. The cost and timing of the Vintage Hotel garden was also discussed.

### **6.3. Board Succession**

Board members were asked to complete the legacy worksheets for the May board meeting.

### **6.4. Endowment Fund**

**MOTION 14-25:** Moved by J. Lambert, seconded by B. Dyck that the Endowment Fund Report be received. **CARRIED.**

**ACTION:** CEO to ask if the Niagara Community Foundation can keep track of individual donations so the unfettered donations can be spent.

### **6.5. Facility Improvements Capital Project**

**MOTION 14-26:** Moved by T. Flynn, seconded by B. Fox that the Facility Improvements Capital Project be received. **CARRIED.**

**ACTION:** T. Flynn to discuss space use plan with Chamberlain representative.

## **7. New Business**

### **7.1 Niagara Literary Arts Festival**

The Library will be hosting the launch of the Niagara Literary Arts Festival on June 1<sup>st</sup> with a reading by Cathy Marie Buchanan a Book Fair and the awards presentation for the Crabtree Youth Creative Writing Contest. All board members are encouraged to attend.

### **7.2 CEO Evaluation**

**ACTION:** Board Chair to prepare evaluation for the June meeting.

## **8. Board Inquiries**

**ACTION:** Policy Committee will review the policy schedule and policies for approval to the May board meeting.

## **9. Adjournment**

**MOTION 14-27:** Moved by J. Lambert, that the meeting be adjourned at 9:00. **CARRIED.**

**Next Meeting  
May 28<sup>th</sup>, 2014, 7:00 p.m.  
Library Rotary Room**