

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

**Wednesday, February 26th, 2014, 7:00 p.m.
Library Rotary Room**

Last Motion 14-6

1. Call to Order

The meeting was called to order at 7:10 p.m.

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

Staff: Cathy Simpson (CEO)

Regrets: Beckie Fox, Dave Hunter

Guests: Jeff Sykes

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 14-7: Moved by Brenda Dyck, seconded by Joy Lambert, that the agenda be approved. **CARRIED.**

5. Community Garden Project – Jeff Sykes

Jeff Sykes of Sykes Landscaping reviewed the garden construction schedule estimating an 18 to 21 day installation period and a doubling of the garden size and related maintenance costs.

ACTION: CEO to determine current annual garden maintenance expenditures.

6. Approval of Consent Agenda

6.1 Library Board Meeting Minutes, January 22nd, 2014

6.2 CEO Report

6.3 OLA Conference Reports

6.4 Correspondence – Brian Bretti

MOTION 14-8: Moved by J. Lambert, seconded by Rochelle Dickenson, that the consent agenda be approved and items 6.1 Library Board Meeting Minutes and 6.2 CEO Report be pulled for discussion. **CARRIED.**

6.1 Library Board Meeting Minutes, January 22nd, 2014

The Board Chair led a discussion of closed session meeting procedure and minute recording.

6.2 CEO Report

J. Lambert expressed concern about the cleanliness of items borrowed from the Kitchen Collection.

7. Business Arising from the Library Board Meeting Minutes, January 22nd, 2014

7.1 Financial & Statistical Reporting Schedule

MOTION 14-8: Moved by A. Kaiser, seconded by B. Dyck, that the Financial Report change to a quarterly reporting schedule. **CARRIED.**

7.2 Strategic Directions Report & Work Plan

MOTION 14-9: Moved by T. Flynn, seconded by A. Kaiser, that the Strategic Directions Report be received. **CARRIED.**

8. New Business

8.1 Logo

ACTION: A. Kaiser to ask Max Kaiser if his Niagara College Graphic Design class can assist with updating the library's logo.

8.2 Policy Schedule

ACTION: Board members and CEO to review draft policies to determine which to include in the new policy manual.

8.3 Board Succession

ACTION: CEO to email Board regarding the experience and skills the Town should consider when appointing library board members.

8.4 Closed Session – Personnel Issue

At 8:34 p.m. the following motion was read in open session:

MOTION 14-10: Moved by J. Lambert, seconded by B. Dyck, that the Library Board proceed to closed session to consider matters that qualify under the Public Libraries Act 1990:

Section 16.4.b personal matters about an identifiable individual, specifically correspondence and harassment of staff by a member of the public. **CARRIED.**

At 8:58 p.m. the following motion was read in open session:

MOTION 14-11: Moved by J. Lambert, seconded by T. Flynn, that the Library Board rise from closed session to consider matters that qualify under the Public Libraries Act 1990:

Section 16.4.b personal matters about an identifiable individual, specifically correspondence and harassment of staff by a member of the public, with direction that the CEO advised library staff the Board has addressed the issue and that the CEO update library policies and procedures for reporting incidents of harassment.

CARRIED.

9. Board Inquiries

A financial investment plan for the Irene Burnard Bequest was discussed.

ACTION: CEO and Chair to meet with Liz Palmieri of the Niagara Community Foundation to discuss setting up an endowment fund.

10. Adjournment

MOTION 14-12: Moved by J. Lambert that the meeting be adjourned at 9:05. **CARRIED.**

Next Meeting
April 23rd, 2014, 7:00 p.m.
Library Rotary Room