

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

**Wednesday, June 25<sup>th</sup>, 2014, 7:00 p.m.  
Library Rotary Room**

**Last Motion 14-34**

**1. Call to Order**

The meeting was called to order at 7:02 p.m.

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

**Staff:** Cathy Simpson (CEO)

**Regrets:** Rochelle Dickenson, Andrea Kaiser (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 14-35:** Moved by J. Lambert, seconded by D. Hunter, that the agenda be approved as amended. **CARRIED.**

**5. Approval of Consent Agenda**

**5.1. Library Board Meeting Minutes, May 28<sup>th</sup>, 2014**

**5.2. CEO Report**

**5.3. Statistics Reports**

**MOTION 14-36:** Moved by B. Dyck, seconded by D. Hunter, that the CEO Report be pulled from the consent agenda and the agenda be approved. **CARRIED.**

**5.2 CEO Report**

J. Lambert asked how and who was using the Library's 3D printer. The CEO explained the printer was available for the public to use, currently at no charge, but this will likely change in the future. 3D printer workshops are being offered as part of children's summer programming and the response has been positive. Library customers using their own designs or those provided by the Library can book the printer and are then notified when their item has been printed and is ready for pick up.

## 6. Business Arising from the Library Board Meeting Minutes, April 23<sup>rd</sup>, 2014

### 6.1. Logo

Max Kaiser is donating his time to design a new Library logo that will be introduced in early 2015 along with the redesigned web site.

### 6.2. Community Garden

The garden fence has been removed by the Kinsmen at no cost and the Vintage Hotels garden has been constructed and planted. There is \$20,000 more to be raised to reach the \$87,000 fundraising goal. The Secret Garden Party fundraiser is scheduled for August 24<sup>th</sup>.

### 6.3. Endowment Fund

The new endowment fund agreement was signed on June 10<sup>th</sup> and the initial investment was \$116,346.84:

Irene Burnard Bequest	\$51,346.84
Sophie Lucyk Bequest	<u>\$65,000.00</u>
Total	<u>\$116,346.84</u>

### 6.4. Facility Improvements Capital Project

T. Flynn contacted a Chamberlain representative and plans to meet with him during his upcoming meeting at Town Hall.

### 6.5. Board/Staff BBQ

The Board/Staff BBQ will be hosted at the CEO's home on July 6<sup>th</sup>. Guests are asked to rsvp by July 4<sup>th</sup> and bring a chair and an appetizer, side dish or dessert.

### 6.6 Closed Session – CEO Performance Review

At 7:30 p.m. the following motion was read in open session:

**MOTION 14-37:** Moved by B. Fox, 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 the CEO performance review. CARRIED.*

At 8:03 p.m. the following motion was read in open session:

**MOTION 14-38:** Moved by D. Hunter, seconded by J. Lambert, 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 the CEO performance review, with direction that the CEO and Board Chair meet to discuss the review. CARRIED.*

## 7. New Business

### 7.1 July 28<sup>th</sup> Presentation to Council

The presentation may be rescheduled to July 21<sup>st</sup>.

### 7.2 Meet the Candidates

A *Meet the Candidates* event at the Library is tentatively scheduled for October 5<sup>th</sup>.

**ACTION:** CEO to contact Town Clerk, Holly Dowd, and the Chamber of Commerce regarding the timing of the Library's *Meet the Candidates* event.

### 7.3 Board Information Session

An information session for potential board members is tentatively scheduled for October 22<sup>nd</sup> at 6:00 before the board meeting. Current board members would attend and answer questions from members of the public interested in serving on the board. These potential candidates would then be invited to observe the board meeting at 7:00.

**ACTION:** CEO to contact Town Clerk, Holly Dowd, to confirm when the Town will be accepting Library Board applications.

## 8. Board Inquiries

There were no board inquiries.

## 9. Adjournment

**MOTION 14-39:** Moved by J. Lambert, that the meeting be adjourned at 8:30. **CARRIED.**

**Next Meeting  
September 10<sup>th</sup>, 7:00 p.m.  
Library Rotary Room**