

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

**Wednesday, September 10th, 2014, 7:00 p.m.
Library Rotary Room**

Last Motion 14-39

1. Call to Order

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

Present: Andrew Porteus (Chair), Rochelle Dickenson, Terry Flynn (Councillor), Beckie Fox, Dave Hunter, Andrea Kaiser (Councillor)

Staff: Cathy Simpson (CEO)

Regrets: Brenda Dyck (Vice-Chair), Joy Lambert

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 14-40: Moved by B. Fox, seconded by R. Dickenson, that the agenda be approved.
CARRIED.

5. Approval of Consent Agenda

- 5.1. Library Board Meeting Minutes, June 25th, 2014**
- 5.2. CEO Report**
- 5.3. Future of Libraries Report – Beth LaBelle**
- 5.4. Financial Reports**

MOTION 14-41: Moved by D. Hunter, seconded by R. Dickenson, that the consent agenda be approved. **CARRIED.**

6. Business Arising from the Library Board Meeting Minutes, June 25th, 2014

6.1. Community Garden

The CEO reported that funds raised to date are approximately \$13,000 short of the project cost.

ACTION: CEO to contact Sykes Landscaping to discuss cost of construction in the fall and planting in the spring.

MOTION 14-42: Moved by A. Kaiser, seconded by D. Hunter, that garden construction begin in October if planting can be delayed until the spring. **CARRIED.**

6.2. Endowment Fund

The Board and CEO discussed amending the new endowment fund agreement to protect the capital investment.

MOTION 14-43: Moved by B. Fox, seconded by A. Kaiser that the capital of the Niagara-on-the-Lake Public Library Endowment Fund may not drop below the initial investment of \$116,346.84 and that no more than 5% of the capital may be withdrawn per annum upon approval of the library board for projects as listed in Schedule A.2. **CARRIED.**

6.3. Facility Improvements Capital Project

ACTION: CEO to request three price quotations for the needs assessment study.

6.4. Presentation to Council

The Board and CEO discussed future library presentations to council.

6.5. Meet the Candidates

Municipal election candidates have been invited to a “Meet the Candidates” afternoon on Sunday, September 28th from 2:00 to 4:00.

6.6 Board Information Session

The public is invited to a Library Board information session at 6:00 p.m. before the October 22nd meeting. People interested in serving on the Library Board can listen to a short presentation and ask the current board questions. They will then be invited to sit in on the 7:00 board meeting.

ACTION: CEO to resend email request to board and staff requesting input on the type of skills and abilities needed in Library Board candidates.

7. New Business

7.1 Policy Update – HR-10 Vacations, Public Holidays & Leave

MOTION 14-44: Moved by R. Dickenson, seconded by D. Hunter that the policy report be accepted. **CARRIED.**

Vacation entitlement was discussed. Policy HR – 10 was tabled until the September 24 meeting.

ACTION: CEO to research the vacation entitlement schedules of the Town of NOTL and libraries similar in size to the NOTL Public Library.

7.2 Capital Projects

MOTION 14-45: Moved by D. Hunter, seconded by R. Dickenson that the capital projects report be accepted. **CARRIED.**

The 2015 to 2025 capital projects were discussed.

MOTION 14-46: Moved by T. Flynn, seconded by B. Fox that the 2015 capital projects be approved. **CARRIED.**

ACTION: CEO to prepare mobile library report.

7.3 Library Lockers

The installation of library lockers in St. David's was discussed.

MOTION 14-47: Moved by T. Flynn, seconded by R. Dickenson that the library lockers be installed at the St. David's Fire Hall. **CARRIED.**

7.4 Staff Anniversaries

Employee service recognition was discussed.

ACTION: CEO to draft an employee service recognition policy.

8. Board Inquiries

There were no board inquiries.

9. Adjournment

MOTION 14-48: Moved by B. Fox, that the meeting be adjourned at 9:30. **CARRIED.**

Next Meeting
September 24th, 7:00 p.m.
Library Rotary Room