

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

**Wednesday, September 24<sup>TH</sup>, 2014, 7:00 p.m.  
Library Rotary Room**

**Last Motion 14-48**

**1. Call to Order**

The meeting was called to order at 7:12 p.m.

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

**Staff:** Cathy Simpson (CEO)

**Regrets:** Rochelle Dickenson, Beckie Fox, 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 14-49:** Moved by J. Lambert, seconded by B. Dyck, that the agenda be approved.  
**CARRIED.**

**5. Library Reports & Minutes**

**5.1. Library Board Meeting Minutes, September 10<sup>th</sup>, 2014**

**5.2. Statistics Reports**

**MOTION 14-50:** Moved by D. Hunter, seconded by B. Dyck, that the minutes of the September 10<sup>th</sup> library board meeting be approved. **CARRIED.**

**MOTION 14-51:** Moved by D. Hunter, seconded by B. Dyck, that the Statistics Reports be accepted. **CARRIED.**

**6. Business Arising from the Library Board Meeting Minutes, September 10<sup>th</sup>, 2014**

**6.1. Community Garden**

The CEO reported funds raised to date are approximately \$10,000 short of the project cost. Discussion of a spring construction start followed.

## 6.2. Endowment Fund

A second charity must be specified in the endowment fund agreement in the event the library ceases to exist. The Town of NOTL qualifies for this designation and the issue was discussed.

**ACTION:** CEO to ask the Liz Palmieri if the Town of NOTL, as second charity, can hold the gift from the endowment fund in trust for future library services.

## 6.3. Meet the Candidates

Meet the Candidates session is scheduled for Sunday, September 28<sup>th</sup> from 2:00 to 4:00 p.m. at the library.

**ACTION:** CEO to email FOPL candidate questions.

## 6.4. Board Information Session

The information session for citizens interested in serving on the library board is scheduled for Wednesday, October 22 at 6:00. It will consist of a presentation by the Chair & CEO, a question & answer period, an informal meet & mingle and an invitation to sit in on the board meeting that follows at 7:00 p.m.

**ACTION:** CEO to provide name tags for board members.

## 7. New Business

### 7.1 2015 Operating Budget

The CEO presented the 2015 operating budget. The budget will not be approved by Town Council until early February and direction on the recommended percentage increase has not yet been given by Corporate Services. For these reasons, the 2015 budget was presented with a 0% increase. A discussion of the budget line decreases to achieve a 0% budget followed.

**ACTION:** CEO to present 1.5%, 2% and full time IT Coordinator budget scenarios at next month's board meeting.

## 8. Policy Review

### 8.1. BL – 01 Statement of Authority

**MOTION 14 – 52:** Moved by T. Flynn, seconded by J. Lambert that BL – 01 Statement of Authority be approved. **CARRIED.**

### 8.2. BL – 02 Composition of Board

**MOTION 14 – 53:** Moved by T. Flynn, seconded by J. Lambert that BL – 02 Composition of Board be approved as amended. **CARRIED.**

### 8.3. BL – 03 Terms of Reference of Officers

**MOTION 14 – 54:** Moved by T. Flynn, seconded by D. Hunter that BL – 03 Terms of Reference of Officers be approved as amended and with the potential addition of terms for the removal of board members. **CARRIED.**

**ACTION:** CEO to research procedures for removal of a board member.

### 8.4. HR – 14 Employee Service Recognition

**MOTION 14 – 55:** Moved by D. Hunter, seconded by B. Dyck that HR – 14 Employee Recognition be approved as amended. **CARRIED.**

## 9. Adjournment

**MOTION 14 – 56:** Moved by J. Lambert that the meeting be adjourned at 8:55. **CARRIED.**

**Next Meeting  
November 26<sup>th</sup>, 6:30 p.m.  
Library Rotary Room**