



BOARD MEETING MINUTES

**Tuesday, February 3rd, 7:00 p.m.
Library Rotary Room**

Last Motion 14-76

1. Call to Order

A regular meeting of the NOTL Public Library Board was called to order at 7:01 p.m.

Present: Rochelle Dickenson, Brenda Dyck, Jamie King (Councillor), Madeleine Lefebvre, Bob Nash, Andrew Porteus, Lisa Traficante

Staff: Cathy Simpson (Chief Librarian), Laura Tait (Library Manager)

Regrets: Terry Flynn (Councillor)

Absent: Lionel Tupman

2. Introductions

3. Deputations

No deputations were received.

4. Conflict of Interest Declarations

No declarations of conflict of interest were made.

5. Approval of Agenda

MOTION 15-01: Moved by J. King that the agenda be approved. **CARRIED.**

6. Consent Agenda

- 6.1. **Library Board Meeting Minutes, November 26th, 2014**
- 6.2. **Chief Librarian's Report**
- 6.3. **Statistics Reports**

MOTION 15-02: Moved by B. Dyck that the consent agenda be approved. **CARRIED.**

7. Facility Tour

8. Staff Introductions

Laura Tait, Library Manager, and Matt Furlong, Information Technology Coordinator, were introduced.

9. New Business

9.1 Community Garden Donor Recognition

Various types of outdoor donor recognition were reviewed.

ACTION: Chief Librarian to arrange meeting between J. King and Beth Labelle, Outreach Coordinator, to discuss library donor recognition.

10. Policy Review & Update

10.1 By-law Review

By-laws 1 through 6 were reviewed. As required in *Section 4: Board Meeting Ground Rules of By-law 05 Meetings of the Board*, the following ground rules were agreed upon:

- i. All points of view are welcomed and valued
- ii. Once a decision is made, all board members will support it and speak with one voice about the decision
- iii. Council appointees will bring Town Council concerns and issues to the board for consideration and discussion

11. Elections & Appointments

11.1. Chair Election

NOMINATION: A. Porteus was nominated for the position of Board Chair by B. Dyck. A. Porteus accepted the nomination and was voted in unanimously.

11.2. Vice Chair Election

NOMINATION: B. Dyck was nominated for the position of Vice Chair by A. Porteus. B. Dyck accepted the nomination and was voted in unanimously.

11.3. Southern Ontario Library Service (SOLS) Trustee Representative Appointment

M. Lefebvre volunteered to act as the library's SOLS Trustee Representative.

11.4. Policy Committee Appointment

The following members volunteered to form the board Policy Committee; L. Traficante, A. Porteus, B. Dyck and R. Dickenson (alternate).

12. New Business

12.1. Library Board Orientation Program

The Chief Librarian presented the proposed Library Board Orientation Program. B. Nash requested the financial orientation be moved to the March board meeting.

12.2. Meeting Schedule

ACTION: Chief Librarian to conduct a Doodle Poll to determine day of week and week of month for regular board meeting.

12.3. Strategic Planning Session

ACTION: Chief Librarian to change date of strategic planning session to May and conduct a Doodle Poll to determine the best day to hold the session.

12.4. Municipal Orientation

The following were suggested as ways to increase public awareness of library's mission, governance and operations:

- Public information sessions
- Match each board member to a council member
- Board Chair and Chief Librarian meet with Lord Mayor and CAO
- Community groups open house
- Heritage round table

13. Board Inquiries

B. Nash inquired about the library's standing with municipal council and its reputation in the community.

ACTION: Chief Librarian to bring Library Scrapbook to March meeting.

Next Meeting
March 25th, 7:00 p.m.
Library Rotary Room