



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Wednesday, July 29th, 2015, 7:00 p.m.
Library Rotary Room**

Last Motion 15-26

1. Call to Order

A regular meeting of the NOTL Public Library Board was called to order at 7:05 p.m.

Present: Andrew Porteus (Chair), Brenda Dyck (Vice Chair), Terry Flynn (Councillor), Joy Lambert, Madeleine Lefebvre, Bob Nash, Lisa Traficante

Regrets: Rochelle Dickenson, Jamie King (Councillor)

Staff: Cathy Simpson (Chief Librarian/CEO), Matt Furlong (IT Coordinator)

2. Deputations

No deputations were received.

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Agenda

MOTION 15-27: Moved by B. Dyck that the revised agenda be approved. **CARRIED.**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, June 24th, 2015

5.2. Chief Librarian's Report

5.3. Statistics Reports

J. Lambert asked that the Monthly Activity Report under 5.3 Statistics Report be pulled for discussion.

MOTION 15-28: Moved by M. Lefebvre that the consent agenda be approved. **CARRIED.**

MOTION 15-29: Moved by J. Lambert that *5.3 June 2015 Statistics Activity Report* be received. **CARRIED.**

6. Capital Budget Update

6.1. IT Capital Projects – Matt Furlong, IT Coordinator

ACTION: Chief Librarian to bring the revised 2016 Capital Projects and to the September board meeting.

6.2. RFID & Automated Sorting

ACTION: Chief Librarian to further research RFID and automated sorting and report back at the September board meeting.

6.3. Library Renovation

MOTION 15-30: Moved by T. Flynn that an upward limit of \$450,000 be placed on the library renovation project and that a fundraising committee be formed. **CARRIED.**

6.4. Fundraising

M. Lefebvre volunteered to work on the Library Renovation Fundraising Committee.

7. Board Orientation

7.1. Leadership By Design Module 1: Board Effectiveness

This item was deferred until the September meeting.

8. Policy Review & Updates

8.1. OP – 15 Code of Conduct

MOTION 15-31: Moved by J. Lambert that policy OP – 15 Code of Conduct be approved. **CARRIED.**

8.2. HR – 10 Vacation, Public Holidays & Leave – Full-Time Staff

MOTION 15-32: Moved by L. Traficante that policy HR – 10 Vacation, Public Holidays & Leave be approved. **CARRIED.**

9. Business Arising from the Library Board Meeting Minutes, June 24th, 2015

9.1. Memorandum of Understanding

This item was deferred until the September meeting.

9.2. St. Davids Library Lockers

ACTION: Chief Librarian to arrange a library locker promotion as suggested by B. Nash.

10. New Business

10.1. Open Hours

ACTION: Chief Librarian to organize an opening hours customer survey.

ACTION: Chief Librarian to determine the cost of Monday openings for the September board meeting.

10.2. Staffing Review

ACTION: Chief Librarian to determine the cost of the staffing review recommendations for the September board meeting.

10.3. Shirt Orders

The cost of one shirt per board member will be covered by the Library.

ACTION: Board members to contact Outreach Coordinator, Beth Labelle, regarding shirt order sizing and colours.

10.4. Board/Staff BBQ

The Chief Librarian will host the Board/Staff BBQ on Sunday, August 30th, 5:00 pm. Invitations will be sent out closer to the date.

Board members are encourage to buy their tickets the Garden Party fundraiser, to be held August 17, 7:00 pm.

10.5. Municipal Act Review

ACTION: Board members to send a letter to the Ontario Municipal Acts Review Committee recommending the powers outlined in the Public Libraries Act be preserved and changes to the Municipal Act that may diminish these responsibilities be avoided. The deadline for comments is October 31, 2015.

11. Board Inquiries

B. Nash inquired about the status of Don McDougal's school proposal. The Chief Librarian informed the board that the proposed school is now being spearheaded by the C.A.R.E. group.

12. Adjournment

MOTION 15-33: Moved by J. Lambert that the meeting be adjourned at 9:25 pm. **CARRIED.**

Next Meeting
September 23rd, 2015
Library Rotary Room