



BOARD MEETING MINUTES

**Wednesday, March 25th, 7:00 p.m.
Community Centre Board Room**

Last Motion 15-03

1. Call to Order

A regular meeting of the NOTL Public Library Board was called to order at 7:08 p.m.

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

Staff: Cathy Simpson (Chief Librarian), Beth Labelle (Outreach Coordinator), Debbie Krause (Youth Library Service Associate), Brenda Garrett, Town of NOTL Finance Manager/Treasurer

Regrets: 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 15-04: Moved by B. Dyck that the agenda be approved. **CARRIED.**

6. Consent Agenda

- 6.1. Library Board Meeting Minutes, February 3rd, 2015
- 6.2. Chief Librarian's Report
- 6.3. Statistics Reports
- 6.4. Ontario Library Association Conference Reports

The Board Chair asked that 6.3 Statistics Reports be pulled from the Consent Agenda.

MOTION 15-05: Moved by R. Dickenson that the consent agenda be approved. **CARRIED.**

6.1. Statistics Reports

The Board Chair asked about the significant increases in the use of eresources. The Chief Librarian explained there are no statistics available for eresources from the first half of 2014 so the 2015 activity statistics are being compared to the previous month.

7. Staff Introductions

Beth Labelle, Outreach Coordinator, and Debbie Krause, Youth Library Service Associate, introduced themselves and outlined their roles at the library.

8. Board Orientation

8.1. Revised Orientation Program

Financial Reporting was moved from May to April and Accessibility for Ontarians with Disabilities Act training was added to the orientation program.

8.2. Board Roles & Responsibilities

The Board Chair narrated a Board Roles & Responsibilities presentation.

8.3. Recent & Upcoming Initiatives

The Chief Librarian presented a report outlining recently completed and upcoming library initiatives.

8.4. Niagara Public Libraries Board Orientation, April 11th

Board members were reminded to attend the joint board orientation symposium on April 11th.

8.5. Lead the Change Workshop, May 12th

Board members were encouraged to accompany staff to the Lead the Change community engagement workshop on May 12th.

8.6. 2014 Budget Year-End Review – Brenda Garrett, NOTL Finance Manager/Treasurer

The Town Treasurer and Chief Librarian reviewed the final 2014 budget, reserve accounts and capital projects.

ACTION: IT Coordinator to set up tracking of St. David's library locker circulation statistics.

9. Policy Review & Updates

9.1 Policy Manual Distribution

Policy manuals were distributed and reviewed.

9.2 Policy Committee Meeting

Policy committee meetings were scheduled for the 2nd Wednesday of the month.

10. Business Arising from the Library Board Meeting Minutes of February 3rd, 2015

10.1 Meeting Schedule

The board will meet in July in order to comply with the requirement to “hold regular meetings once a month for at least 10 months each year” from the Public Libraries Act.

10.2 Strategic Planning Day, May 23rd

Board members were reminded about the strategic planning day on May 23rd.

10.3 Library Scrapbooks

Scrapbooks documenting library programs & services and media coverage were presented to the board and are available at other times at the library service desk.

11. New Business

11.1 Holiday Closures

The Chief Librarian presented the holiday closure schedule recommendations.

MOTION 15-06: Moved by T. Flynn that the holiday closure schedule be approved. **CARRIED.**

11.2 Library Board Member Recognition

ACTION: Chief Librarian to confer with Town Clerk regarding library board member recognition.

11.3 Staff Development

The Chief Librarian outlined the program for the library’s upcoming staff development day.

11.4 Historic Plaque Location

ACTION: Chief Librarian to confer with the Town Heritage Planner regarding the historic plaque and bringing the issue to the Heritage Committee.

11.5 Chair/Chief Librarian Meeting with Lord Mayor & CAO, April 6th

Details of the upcoming meeting with the Lord Mayor and CAO were discussed.

12. Board Inquiries

The Board Chair asked about the status of the Memorandum of Understanding (MOU) between the Town and Library.

ACTION: T. Flynn to talk with Town staff regarding MOU.

MOTION 15-07: Moved by R. Dickenson that the meeting be adjourned at 9:20. **CARRIED.**

Next Meeting
April 22nd, 7:00 p.m.
Library Rotary Room