



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Wednesday, September 23rd, 2015, 7:00 p.m.
Library Rotary Room**

Last Motion 15-33

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), Rochelle Dickenson, Brenda Dyck (Vice Chair), Terry Flynn (Councillor), Madeleine Lefebvre, Bob Nash, Lisa Traficante

Regrets: Jamie King (Councillor), Joy Lambert

Staff: Cathy Simpson (Chief Librarian/CEO), Matt Furlong (IT Coordinator), Brenda Garrett (Town of NOTL Treasurer)

Guests: Ann Judd & Jennifer Stevens (NOTL Needlers), Dan Denault, Business Development Manager (Bibliotecha)

2. Deputations

No deputations were received.

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Agenda

MOTION 15-34: Moved by M. Lefebvre that the revised agenda be approved. **CARRIED.**

5. Approval of Consent Agenda

- 5.1. Library Board Meeting Minutes, July 29th, 2015**
- 5.2. Chief Librarian's Report**
- 5.3. Statistics Reports**
- 5.4. 8 Month Financial Report**
- 5.5. Summer Reading Club Report**

MOTION 15-35: Moved by B. Dyck that the consent agenda be approved. **CARRIED.**

6. Library History Quilt – NOTL Needlers

Ann Judd & Jennifer Stevens of the NOTL Needlers quilting group presented the library history quilt as a work in progress to the Library Board. They asked to be reimbursed for expenses and have the room rental fee waived while they are completing the quilt.

MOTION 15-36: Moved by T. Flynn that the material costs for the NOTL Public Library History Quilt be reimbursed to the NOTL Needlers and the Rotary Room rented free of charge while the NOTL Needlers finish the quilt. **CARRIED.**

7. 2016 - 2026 Capital Projects

7.1. Radio Frequency Identification (RFID) & Automated Sorting Report & ROI Analysis – Dan Denault

Dan Denault, Business Development Manager with Biblioteka, discussed RFID and automated sorting and how it supports the new service model in public libraries. He also answered questions about this technology and his Return on Investment Analysis.

7.2. IT Capital Projects – Matt Furlong

Matt Furlong, NOTL Public Library IT Coordinator, reviewed and explained the changes to the 2016 IT Capital Projects.

MOTION 15-37: Moved by B. Nash that the RFID capital project be approved. **CARRIED.**

MOTION 15-38: Moved by T. Flynn that the Automated Sorter capital project be approved. **CARRIED.**

7.3. Library Reserve Accounts – Brenda Garrett

Brenda Garrett, Town of NOTL Treasurer, reviewed the Library's reserve accounts and transfers to reserves.

MOTION 15-39: Moved by L. Traficante that the 2016 Capital Projects be approved. **CARRIED.**

8. 2016 Operating Budget

8.1. Opening Hours Survey

MOTION 15-40: Moved by R. Dickenson that the 2016 Opening Hours Survey Report be received. **CARRIED.**

8.2. 2016 Operating Budget Scenarios – Brenda Garrett

Brenda Garrett, Town of NOTL Treasurer, reviewed the four operating budget scenarios and explained the operating grant's connection to the Municipal Levy.

MOTION 15-41: Moved by M. Lefebvre that 2016 Operating Budget Scenario 4 be approved. **CARRIED.**

8.3. 2016 Fees & Fines

The CEO reviewed the recommended changes to the 2016 Fees & Fines schedule.

MOTION 15-42: Moved by T. Flynn that 2016 Fees & Fine Schedule be approved. **CARRIED.**

9. Policy Review & Updates

9.1. OP – 01 Confidentiality & Protection of Privacy

MOTION 15-43: Moved by L. Traficante that OP – 01 Confidentiality & Protection of Privacy be approved. **CARRIED.**

9.2. OP – 06 Programming

MOTION 15-44: Moved by T. Flynn that OP – 06 Programming be approved. **CARRIED.**

9.3. OP – 12 Circulation

MOTION 15-45: Moved by B. Dyck that OP – 12 Circulation be referred back to the Policy Committee for amendments. **CARRIED.**

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

10.1. Library Renovation

MOTION 15-46: Moved by T. Flynn that Chamberlain Architects be contracted to design and construction manage the library renovation and that the final design be approved by the Library Board. **CARRIED.**

10.2. Fundraising Committee

ACTION: CEO to set up Fundraising Committee meeting.

10.3. Memorandum of Understanding

ACTION: CEO to draft Memorandum of Understanding.

11. New Business

11.1. Presentation to Council, October 13th, 2015

ACTION: CEO to book Library Update presentation to Town Council with Clerk's office for October 13th, 2015.

11.2. Meeting Ground Rules

The Board Chair reminded members of the following meeting ground rules:

- Arrive at meetings on time
- Avoid texting during meetings
- Limit storytelling and digressions from the agenda

11.3. Board Member Participation at Library Events

The Board Chair thanked M. Lefebvre and L. Traficante for their participation at Library events and relayed staff's appreciation of board member participation at Library events. He encouraged all board members to attend Library events whenever possible.

11.4. Thank you from Town of NOTL Communities in Bloom Committee

MOTION 15-47: Moved by B. Dyck that the thank you letter from the Communities in Bloom Committee be received. **CARRIED.**

12. Board Inquiries

There were no board inquiries.

13. Adjournment

MOTION 15-46: Moved by B. Dyck that the meeting be adjourned at 9:55 pm. **CARRIED.**

**Next Meeting
28th October 2015, Library Rotary Room**