

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
January 31st, 2018 – 3:00 p.m.
Multi-Purpose Room

Present: J. Vanleeuwen – Chair
S. Freeman
N. Gates
C. Lane
B. Yakachuk

Staff: R. Turtle
C. Boutilier
Y. Wolters

Regrets: D. Couture
R. MacIntosh

CALL TO ORDER

J. Vanleeuwen called the meeting to order at 3:01 p.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as circulated
(Freeman, Yakachuk) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of December 20, 2017 as circulated.
(Lane, Gates) carried.

QUINTE WEST PUBLIC LIBRARY

January 31, 2018 (cont'd)

BUSINESS ARISING FROM THE MINUTES

There was none.

STAFF REPORTS

Chief Executive Officer's Report – R. Turtle updated the board on activities in the library in the preceding month.

Motion: to accept the CEO's report.
(Lane, Freeman) carried.

Financial Report

Motion: to accept the Financial report for November 2017 showing revenues of \$ 197,711 and expenditures of \$ 126,753.
(Freeman, Yakachuk) carried.

DECISION ITEMS/NEW BUSINESS

2018 Hastinet: Draft Operating Budget

Recommendation: That the Quinte West Public Library board ratifies the 2018 Hastinet Operating Budget, as submitted.
(Yakachuk, Lane) carried.

Policy Review

Facilities Rental, Fees and Service Charges

Motion: to accept the rental and fee charges with no changes.
(Freeman, Gates) carried.

Vacation Entitlement Policy (Per. Policy #5)

Motion: that the Quinte West Public Library Board approve the amended policy, as circulated.
(Freeman, Vanleeuwen) carried.

QUINTE WEST PUBLIC LIBRARY

January 31, 2018 (cont'd)

Leave of Absence Policy (Per. Policy #8)

Motion: that the Quinte West Public Library Board approve the amended policy, as circulated.

(Freeman, Vanleeuwen) carried.

Health and Safety Policy

Motion: that the Quinte West Public Library Board adopt the Health and Safety policy for 2018 as required by the Occupational Health and Safety Act (Section 25(2)(j)).

(Yakachuk, Freeman) carried.

Workplace Violence Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Violence Policy for 2018.

(Yakachuk, Gates) carried.

Workplace Harassment & Sexual Harassment Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Harassment & Sexual Harassment Policy for 2018.

(Freeman, Lane) carried.

Accessible Employment Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Employment Policy for 2018.

(Gates, Yakachuk) carried.

Accessible Customer Service Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Customer Service Policy for 2018, as circulated.

(Lane, Freeman) carried.

QUINTE WEST PUBLIC LIBRARY

January 31, 2018 (cont'd)

Refunds for Lost Material Policy (Circ. Policy #14)

Motion: that the Quinte West Public Library Board approve the amended policy, as circulated.
(Freeman, Lane) carried.

Inclement Weather and Unscheduled Closure Policy

Motion: that the Quinte West Public Library Board approve the amended policy, as circulated.
(Yakachuk, Gates) carried.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

The Ontario Library Association (OLA) Super Conference is this weekend and three board members plan to attend the Saturday sessions.

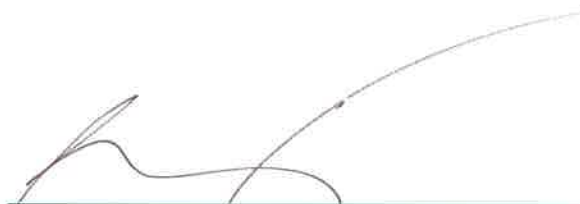
IN CAMERA SESSION

There was none

DATE OF NEXT MEETING: February 28th, 2018 3:00 p.m.

AJOURNMENT

Motion: to adjourn.
(Freeman, Gates) carried.


Secretary


Chair