

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD

October 31, 2018 – 2:00 p.m.

Multi-Purpose Room

Present: J. Vanleeuwen – Chair
D. Couture
S. Freeman
N. Gates
C. Lane
G. Quinn
B. Yakachuk
Staff: R. Turtle
S. Humphreys
Y. Wolters
Also present: Brian Weston

CALL TO ORDER

J. Vanleeuwen called the meeting to order at 2:02 p.m.

APPROVAL OF THE AGENDA

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEEDING MEETING

Motion: to accept the minutes of September 26, 2018, as
circulated.
(Gates, Lane) carried.

BUSINESS ARISING FROM THE MINUTES

Professional Development

Motion: that the \$10,000 to be taken from reserves for the CEO search
process be allocated as follows: \$5,000 to remain in reserves, and
allocate the other \$5,000 for CEO transition and professional
development purposes.
(Couture, Yakachuk) carried.

QUINTE WEST PUBLIC LIBRARY

October 31, 2018 (cont'd)

STAFF REPORTS

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

Internal Equity/Pay Equity Review

In recent weeks it has been determined that the library needs to undertake an Internal Equity review. This is due to the fact that the City of Quinte West completed an Internal Equity review in 2014. The library was not included in the review. This issue has been brought to the attention of the City's CAO and HR department

For the purposes of Pay Equity only, the City is considered the employer of library staff. When any changes are made to city positions during an Internal Equity review, there may be changes necessary to library positions also.

It is recommended that the library undertake an internal review which will trigger a Pay Equity review. All Job Descriptions will need to be reviewed and any changes must be scored and replotted with the appropriate tool.

In the new year, the library's CEO should meet with the City's CAO and HR manager to establish timelines for this review.

RFID Project Update

Over the summer the staff has worked as quickly as possible to tag items, but have been delayed by unavoidable circumstances. The individual pads that interact with staff workstations would not connect. After much work on the part of IT staff, it was determined that the type of pads was the problem and this has been rectified.

However we are still awaiting installation of the newly working pads in Frankford and in the Technical Services department here. This has meant slow progress on the tagging portion of the project.

The RFID gate install has also had slow progress. The issues raised by the Facilities Manager should be addressed by a site visit from Bibliotheca this Friday.

We are still hoping to complete this project in a timely manner, but at this moment year end might not be attainable. The incoming CEO has been kept apprised of the issue.

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October 31, 2018 (cont'd)

Onboarding of new CEO

In order to make the transition to the new CEO as smooth as possible, work has begun to inform on major projects and issues within the library. To facilitate this further work should begin on posting the pending vacancy for a Children's Librarian.

As this position will be vacant January 1, 2019 it is recommended that the position be posted in early November. This will allow for the internal posting (as per Board Policy) and then external posting if no suitable candidate is found within the organization. It is hoped that a successful candidate will join the library early in January providing minimal disruption to service.

Financial Report for September 2018

The Financial report for September shows revenues of \$ 116,268 and expenditures of \$ 137,118.

Motion: to accept all Staff Reports including Financial, as presented.
(Freeman, Gates) carried.

DECISION ITEMS/NEW BUSINESS

Exploration of a Human Resources Agreement with City of Quinte West

The City currently provides the Library support for our IT needs and payroll services, but not for HR services. Currently the Library does its own HR. It has been the practice as situations occur beyond the experience of the Library's CEO to consult with the City's HR Manager. While this has largely been successful, a more coordinated approach would help to prevent issues arising resulting in discrepancies between the Library and the City, especially as the City is considered the employer of Library staff for the purposes of Pay Equity.

Any changes would require the CEO of the Library to work closely with the HR department to align and implement policies, procedures and practices. There will necessarily be areas where the City and Library are distinct and must remain so.

Recommendation: that the Quinte West Public Library Board authorizes the CEO to explore the possibility of an agreement for HR services with the City of Quinte West.
(Yakachuk, Vanleeuwen) carried.

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October 31, 2018 (cont'd)

Policy Review

Personnel Policy #7 - Notice of Vacancies

Motion: that the Quinte West Public Library Board adopt the supporting document to the policy outlining External Job Posting Sites.

(Gates, Lane) carried.

Personnel Policy #1 – Workplace Code of Conduct

Amended to become a staff only policy and to include *fit for work* expectations.

Motion: that the Quinte West Public Library Board amend the policy, as presented.

(Freeman, Couture) carried.

Legacy Document (OLBA) Leadership by Design

To be discussed and combined into one summary document, at the next Board meeting.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

R. Turtle updated the Board regarding library vacancies after receiving two staff resignations.

The City of Quinte West has put a call out for applicants for the Library Board.

DATE OF NEXT MEETING: November 28, 2018 2:00 p.m. Multi-Purpose Room

IN-CAMERA SESSION

There was none

AJOURNMENT

Motion: to adjourn.

(Couture, Freeman) carried.

Secretary

Chair