

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
January 16, 2019 – 2 p.m.
Multi-Purpose Room

Present: D. Couture – Chair
N. Alderson
*S. Freeman
C. Lane
B. Lloyd
L. Reid
B. Yakachuk
Staff: S. Humphreys
M. Lake
Y. Wolters

CALL TO ORDER

S. Humphreys assumed the chair and called the meeting to order at 1:40 p.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as amended
(Freeman, Reid) carried.

Election of Library Board Officers (Chair and Vice-Chair)

S. Humphreys called for nominations for the position of Chair.

D. Couture was nominated and accepted the nomination.
(Freeman, Yakachuk) carried

D. Couture assumed the Chair.

D. Couture called for nominations for the position of Vice-Chair.

L. Reid was nominated and accepted the nomination.
(Freeman, Lane) carried

L. Reid accepted the position of Vice-Chair

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Election of 3 members to the Hastinet Board

Hastinet is a cooperative venture between Quinte West Public Library and Belleville Public Library, comprising of three (3) members from each library board. This board makes recommendations to the individual library boards for consideration.

D. Couture was nominated and accepted the nomination.

(Freeman, Yakachuk) carried

D. Couture accepted the position of Hastinet board member

C. Lane was nominated and accepted the nomination.

(Yakachuk, Couture) carried

C. Lane accepted the position of Hastinet board member

N. Alderson was nominated and accepted the nomination.

(Couture, Reid) carried

N. Alderson accepted the position of Hastinet board member

Election of 1 Southern Ontario Library Service (SOLS) Trustee

Trustee Councils meet twice a year in eight locations. Each public library board is requested to appoint a representative to its area Council.

D. Couture was nominated and accepted the nomination.

(Reid, Lloyd) carried

D. Couture accepted the position of SOLS Trustee

Election of 3 Signing Officers of the Library Board

As per Board By-Law #16 The Board shall appoint at least three signing officers of the Board.

D. Couture was nominated and accepted the nomination.

(Lloyd, Alderson) carried

D. Couture accepted the position of Signing Officer of the Library Board

L. Reid was nominated and accepted the nomination.

(Yakachuk, Couture) carried

L. Reid accepted the position of Signing Officer of the Library Board

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B. Yakachuk was nominated and accepted the nomination.
(Couture, Reid) carried

B. Yakachuk accepted the position of Signing Officer of the Library Board

Election of officers closed at this point.

Motion: that the nominations cease.

(Freeman, Alderson) carried.

DECLARATION OF PECUNIARY INTEREST
There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of December 19, 2018 as circulated.

(Freeman, Reid) carried.

*S. Freeman excused herself from the meeting at this point.

BUSINESS ARISING FROM THE MINUTES

Radio Frequency Identification (RFID) Project Update

S. Humphreys reported that tagging the collection in Trenton and Frankford is almost complete. Installation of the gates is complete at Belleville Public Library with Trenton and Frankford to be done in January.

Onboarding of new Chief Executive Officer (CEO)

S. Humphreys expressed appreciation for the support received during these first few weeks as CEO.

STAFF REPORTS

Chief Executive Officer's Report – S. Humphreys updated the board on activities in the library in the preceding month including, year-end statistics, weeding, print collection development, financials YTD and progress re: hiring a new Children's Librarian.

Motion: to accept the CEO Report, including Financial for December 2018 showing revenues of \$ 116,502 and expenditures of \$ 110,649.

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LIBRARY BOARD ORIENTATION

S. Humphreys led the board through a power point presentation giving an overview of the roles and responsibilities of the library board as well as services offered by the library.

DECISION ITEMS/NEW BUSINESS

Aligning fines with the Belleville Public library

There is a disparity in fines between Belleville Public Library and Quinte West Public Library. As our libraries share an Integrated Library System (ILS) and enjoy the benefits of a reciprocal borrowing agreement it would be logical for our loan periods and fines to align.

Motion: that the Quinte West Public Library Board amends Circulation Policy # 10 to reflect the change from \$2 per day fine on overdue DVDs (films and tv series) to \$1 per day to align the schedule of fines with our partner library.

(Yakachuk, Couture) carried.

Registered Charity Status

Discussions with Quinte West City Financial department have occurred regarding possible issues operating under two different names. Most public libraries do retain their registered charity status as well as being a local board of their municipality. Consultations with our SOLS (Southern Ontario Library Services) representative confirm same.

Motion: that the Quinte West Public Library Board authorizes the CEO to continue to gather information and advice around this issue and report to the Board at the next meeting.

(Yakachuk, Lane) carried.

Policy Review

Health and Safety Policy

Motion: that the Quinte West Public Library Board adopt the Health and Safety policy for 2019 as required by the Occupational Health and Safety Act (Section 25(2)(j)).

(Reid, Lloyd) carried.

Accessible Employment Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Employment Policy for 2019.

(Yakachuk, Reid) carried.

Accessible Customer Service Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Customer Service Policy for 2019, as circulated.

(Lloyd, Lane) carried.

Workplace Violence Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Violence Policy for 2019.

(Couture, Lloyd) carried.

Workplace Harassment & Sexual Harassment Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Harassment & Sexual Harassment Policy for 2019.

(Reid, Alderson) carried.

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CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

The Ontario Library Association (OLA) Super Conference is January 30-February 2, 2019 and the Saturday sessions are presented for Library Board members.

The proposed 2019 board meeting schedule was received for information.

DATE OF NEXT MEETING: February 27, 2019

IN CAMERA SESSION

There was none


AJOURNMENT

Motion: that the Quinte West Public Library board now adjourn at 3:30 p.m.
(Yakachuk, Reid) carried.

Secretary

A handwritten signature in cursive script, appearing to read "Stumpff", written over a horizontal line.

Chair

A handwritten signature in cursive script, appearing to read "Lacy Cantore", written over a horizontal line.