

MINUTES OF THE  
QUINTE WEST PUBLIC LIBRARY BOARD

March 27, 2019 – 2 p.m.

Frankford Branch

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

D. Couture called the meeting to order at 1:54 p.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as circulated.

(Freeman, Reid) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of February 27, 2019 as circulated.

(Lloyd, Reid) carried.

BUSINESS ARISING FROM THE MINUTES

**Exploration of a Human Resources (HR) Agreement with the City**

S. Humphreys has a draft agreement ready and is waiting to meet with the City regarding same.

**Library Wifi Access**

S. Humphreys has informed the HSAC of the Library Boards' decision regarding after-hours access to the library's wifi, had further discussions.

QUINTE WEST PUBLIC LIBRARY  
March 27, 2019 (cont'd)

## STAFF REPORT

**Chief Executive Officer's Report** – S. Humphreys updated the board on activities in the library in the preceding month including quarterly reports from Adult and Children's services departments, statistics, SOLS advisor meeting and partnering with various City programs.

### **Adult Services Coordinator recruitment process**

Two internal applicants have been interviewed but a decision has not been announced.

### **Strategic Planning process: Online survey**

The first step of information gathering is in process. Next week our survey is launched (on-line and paper, library patrons and non-library users). Data collecting from various focus groups (seniors, students, City staff, etc.) will also begin. Once the feedback has been compiled, the next phase of identifying strategic directions can begin.

### **RFID update**

The gates have been installed in both Frankford and Trenton but are not in operation yet due to malfunctioning equipment. Once the pads are functioning we will be able to move forward with the gates.

### **Trenton High School partnership**

S. Humphreys and the Children's Services librarian have met with a local high school art teacher regarding opportunities to partner and also to explore the possibility of displaying art made by the students here in the library.

### **Financial Report**

MOTION: to accept the CEO's report including the financial report for February 2019, showing revenue of \$115,402.41 and expenditures of \$121,259.13.  
(Freeman, Lane) carried.

QUINTE WEST PUBLIC LIBRARY  
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DECISION ITEMS/NEW BUSINESS

**Regional Workshops on Governance Best Practices**

D. Couture and S. Humphreys are scheduled to attend the workshop being hosted at the Belleville Public Library, all board members are welcome, details outlined in the handout.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

A Thank you card was received from Robert Amesse who retired earlier this month.

DATE OF NEXT MEETING: May 8, 2019

IN CAMERA SESSION

Motion: to move into closed session at 2:40 p.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 regarding personnel matters.

(Lloyd, Yakachuk) carried.

Motion: to return the meeting to an open session.

(Yakachuk, Alderson) carried.

AJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 3:30 p.m.

(Yakachuk, Alderson) carried.

  
Secretary

  
Chair