

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD

May 29, 2019 – 2 p.m.

Multi-purpose Room

Present: D. Couture - Chair

N. Alderson

C. Lane

B. Lloyd

B. Yakachuk

Staff: S. Humphreys

M. Lake

Y. Wolters

Regrets: L. Reid

S. Freeman

CALL TO ORDER

D. Couture called the meeting to order at 1:55 p.m.

APPROVAL OF THE AGENDA

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of May 8, 2019, as circulated.
(Lane, Lloyd) carried.

BUSINESS ARISING FROM THE MINUTES

Trenton High School partnership

The hanging rail has been received and is ready to be installed. Student art will be brought in for display in June.

QUINTE WEST PUBLIC LIBRARY
May 29, 2019 (con't)

Public Library Month (October)

Quotes are being received regarding making/designing a library flag and staff are brainstorming ideas for programs and events.

RFID update

Testing on the gates has been going well, hoping to switch them on permanently next week. Staff training has begun.

Provincial/SOLS budget cuts update

There have not been any updates yet from SOLS.

STAFF REPORT

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

Financial Report

Motion: to accept the CEO's report including the financial report for April 2019, showing revenue of \$118,137.96 and expenditures of \$116,532.98.
(Lane, Yakachuk) carried.

2018 Audited Financial Statement

Motion: to accept the draft Audit Financial Statements for 2018, as presented.
(Alderson, Lane) carried.

Letter of Representation

Motion: to accept the Letter of Representation to Wilkinson & Company for the year ended December 31, 2018 and authorize the CEO and Board Chairperson to sign off on same.
(Yakachuk, Lloyd) carried.

QUINTE WEST PUBLIC LIBRARY

May 29, 2019 (con't)

Potential Butterfly Garden

The library has an exciting opportunity to play a part in having a butterfly garden adjacent to our building in Trenton. Trustees of the estate of Jean Bernice were looking for feedback from the library about the project. S. Humphreys relayed that the library welcomes the development of this outdoor classroom and is confident our patrons will be interested and excited about this addition. This is a great opportunity for the library to add programming, expand resources and fulfill some learning and literacy objectives that complement our traditional library collections.

Strategic Planning process

Had discussions re: Public Survey results. Information gathering from focus groups is in process. All will be reviewed and referenced as work on the strategic plan begins. The strategic planning cycle timeline for 2019 to be used as a guide was shared. Staff survey results have been compiled and will be reviewed by library management. Having additional meetings over the summer months focusing on strategic planning was proposed.

DECISION ITEMS/NEW BUSINESS

Refresh of the Trenton Library

The library building has served us well for the past fifteen (15) years but it is time to repaint and to replace the carpet due to wear and tear. Many libraries are updating their spaces to become welcoming modern community hubs with bright vibrant colours, flexible furnishings, study and creative spaces. Had discussions re: is it time for a revitalization of our space? and rebranding?

Motion: that the Quinte West Public Library Board authorizes the CEO to gather information including quotes from consultants/designers for a refresh and/or redesign of the entire physical space at Trenton Main Library.

(Lane, Yakachuk) carried.

QUINTE WEST PUBLIC LIBRARY
May 29, 2019 (con't)

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

Copy of an email received for information re: wifi

DATE OF NEXT MEETING: June 26, 2019, in Frankford

IN CAMERA SESSION

Motion: to move into closed session at 3:25 p.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 regarding personnel matters.

(Lloyd, Lane) carried.

Motion: to return the meeting to an open session.

(Lane, Lloyd) carried.

AJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 3:35 p.m.

(Alderson, Lane) carried.


Secretary


Chair