

MINUTES OF THE  
QUINTE WEST PUBLIC LIBRARY BOARD

May 8, 2019 – 2 p.m.

Multi-purpose Room

Present: L. Reid - Chair

N. Alderson

S. Freeman

C. Lane

B. Lloyd

B. Yakachuk

Staff: S. Humphreys

M. Lake

Y. Wolters

Regrets: D. Couture

CALL TO ORDER

L. Reid called the meeting to order at 2:00 p.m.

APPROVAL OF THE AGENDA

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of March 27, 2019, including in camera session, as circulated.  
(Freeman, Yakachuk) carried.

BUSINESS ARISING FROM THE MINUTES

**Regional Workshops on Governance Best Practices**

Three Library Board members attended this informative SOLS workshop hosted by Belleville Public Library.

## QUINTE WEST PUBLIC LIBRARY

May 8, 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 statistics and financials. Looking ahead includes hiring one student via Canada summer jobs program and four staff will attend QW Leadercast 2019: Leading healthy teams, later this week.

### **Trenton High School partnership**

Plans for displaying student art continue as a quote for framing/hanging equipment has been received.

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

Around 300 surveys have been received to date, online survey closes on May 10<sup>th</sup> but print will be available until after Frankford Riverfest on May 18<sup>th</sup>. Once the feedback has been compiled, the next phase of identifying strategic directions can begin.

### **Hiring of Adult Services Coordinator**

K. Richardson began April 15<sup>th</sup> as the library's new Adult Services Coordinator.

### **Public Library Month (October)**

Approval from QW Council has been received regarding a written request to proclaim October as Canadian Library Month in the City of Quinte West; and further that a Quinte West Public Library flag fly outside City Hall for the month of October, 2019.

### **RFID update**

Testing has been steady for many weeks, planning to have the gates operational at the end of May. Staff training will be done before the gates are active.

### **Financial Report**

Motion: to accept the CEO's report including the financial report for March 2019, showing revenue of \$116,949.27 and expenditures of \$105,926.37.

(Lloyd, Freeman) carried.

QUINTE WEST PUBLIC LIBRARY  
May 8, 2019 (cont'd)

## DECISION ITEMS/NEW BUSINESS

### **Personnel Policy # 5 Vacation entitlement for part time staff**

Motion: that the Quinte West Public Library Board amends Personnel Policy # 5 maximum vacation entitlement for permanent part time employees to four (4) weeks.  
(Freeman, Yakachuk) carried.

### **Circulation Policy # 2 Library membership**

Motion: that the Quinte West Public Library Board amends Circulation Policy # 2 to remove the statement: *These cards are not eligible for reciprocal borrowing privileges with the Belleville Public Library.*  
(Lloyd, Lane) carried.

### **Human Resources Services Agreement with the City of Quinte West**

Motion: that the Quinte West Public Library Board accepts the Library-City H.R. Services Agreement, as presented.  
(Freeman, Lane) carried.

### **Provincial/SOLS budget cuts**

S. Humphreys spoke to the recent Provincial budget cuts to SOLS and the resulting suspension of the Interlibrary Loan program until the end of May. The courier delivery service has been cancelled and SOLS will provide further information over the next few weeks.

## CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

As requested, the meeting packages will be sent out electronically, with traditional paper packages available upon request.

To assist in advocating for the library, interest was expressed in learning about QWPL's electronic databases i.e. Hoopla and Overdrive.

QUINTE WEST PUBLIC LIBRARY  
May 8, 2019 (cont'd)

DATE OF NEXT MEETING: May 29, 2019

IN CAMERA SESSION

There was none.

AJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 2:48  
p.m.

(Freeman, Alderson) carried.

  
Secretary

  
Chair