

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD

January 25th, 2017 – 3:00 p.m.

Multi-Purpose Room

Present: J. Vanleeuwen – Chair
D. Couture
S. Freeman
C. Lane
R. MacIntosh
B. Yakachuk

Staff: R. Turtle
C. Boutilier
Y. Wolters

Regrets: N. Gates

CALL TO ORDER

J. Vanleeuwen called the meeting to order at 3:00 p.m.

APPROVAL OF THE AGENDA

Motion: to modify the order of the agenda; to allow for in-camera session first.

(Couture, Yakachuk) carried.

IN CAMERA SESSION

Motion: to go in camera under section 239(3.1) of the Municipal Act, for matters of personnel.

(Yakachuk, Couture) carried.

Motion: to return the meeting of the library board from an in camera session to an open session.

(MacIntosh, Lane) carried.

QUINTE WEST PUBLIC LIBRARY BOARD

January 25, 2017 (cont'd)

DECLARATION OF PECUNIARY INTEREST

There was none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of December 14, 2016 as circulated.
(Freeman, Yakachuk) carried.

BUSINESS ARISING FROM MINUTES

Motion: To approve the CEO performance appraisal as circulated.
(Couture, Freeman) carried.

R. Turtle updated the board regarding the December 16th, 2016 Hastinet Board meeting concerning joining the Ontario Library Consortium (OLC), presenting options and recommendations.

Motion: that the Quinte West Public Library Board accept Option 3, moving the library to the Symphony SaaS system by joining the OLC.
(Freeman, Couture) carried.

Motion: that the Quinte West Public Library Board approve the Hastinet budget for Option 3 as presented, showing an increase of 30.6% for 2017 due to the move to the Symphony SaaS system and to the OLC.
(Freeman, Couture) carried.

STAFF REPORTS

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

QUINTE WEST PUBLIC LIBRARY BOARD

January 25, 2017 (cont'd)

Financial Report for November 2016

Motion: to accept the Financial report for November 2016 showing revenues of \$109,757 and expenditures of \$111,222.
(Lane, Yakachuk) carried.

DECISION ITEMS/NEW BUSINESS

Policy Review

Health and Safety Policy

Motion: that the Quinte West Public Library Board adopt the Health and Safety policy for 2017 as required by the Occupational Health and Safety Act (Section 25(2)(j)).
(Couture, MacIntosh) carried.

Accessible Employment Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Employment Policy for 2017.
(Freeman, Yakachuk) carried.

Workplace Violence Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Violence Policy for 2017.
(MacIntosh, Lane) carried.

Workplace Harassment & Sexual Harassment Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Harassment & Sexual Harassment Policy for 2017.
(Freeman, Couture) carried.

Accessible Customer Service Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Customer Service Policy.
(Yakachuk, Lane) carried.

QUINTE WEST PUBLIC LIBRARY BOARD

January 25, 2017 (cont'd)

Security Cameras

R. Turtle reported to the board an incident that occurred at the Frankford Branch and recommended the installation of security cameras to help deter possible future unacceptable behavior, with discussions.

Motion: that the Quinte West Library Board approve the installation of security cameras in the Frankford library branch. (Freeman, Yakachuk) carried.

Accessibility Customer Service Training

Some Overviews were received back, remaining due back next meeting.

Board self-assessment

Review of self-assessment toolkit worksheet #7, with discussions. Board member's *individual self-assessments* and *meeting evaluation checklist* to be completed and returned at next month's meeting.

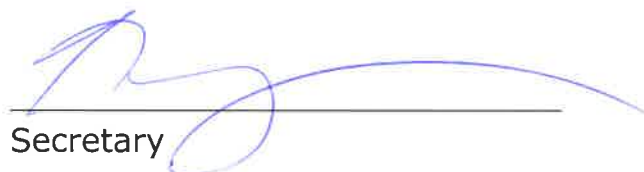
CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

There were none.

DATE OF NEXT MEETING: February 22, 2017 3:00 p.m. Multi-Purpose Room

ADJOURNMENT

Motion: to adjourn.
(Couture, MacIntosh) carried.


Secretary


Vice-chair