

MINUTES OF THE  
QUINTE WEST PUBLIC LIBRARY BOARD

December 11, 2019 – 2:00 p.m.

Multi-Purpose Room

Present: D. Couture - Chair  
N. Alderson  
C. Lane  
B. Lloyd  
L. Reid  
B. Yakachuk  
Staff: S. Humphreys  
Y. Wolters  
Absent with notice: S. Freeman

CALL TO ORDER

D. Couture called the meeting to order at 2:00 p.m.

APPROVAL OF THE AGENDA

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of November 27, 2019, as circulated.  
(Alderson, Lane) carried.

BUSINESS ARISING FROM THE MINUTES

**Library Refresh**

Rough concept drawings are expected before year end which will then get reviewed by staff. Anticipated timeline would have 3D renderings for Library Board around the end of January 2020.

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### IN CAMERA SESSION

Motion: to move into closed session at 2:06 p.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 regarding personnel matters.  
(Lane, Lloyd) carried.

Motion: to return the meeting to an open session at 2:14 p.m.  
(Alderson, Reid) carried.

### STAFF REPORT

**Chief Executive Officer's Report** – S. Humphreys updated the board on activities in the library during the preceding month including; quarterly department reports, staff professional development in 2019 and upcoming promotional visit from the Musical Instrument Lending Library (M.I.L.L.).

#### **Financial Report**

There was none

#### **Statistical Report**

There was none

Motion: to accept the CEO report for December 2019.  
(Lloyd, Reid) carried.

### DECISION ITEMS/NEW BUSINESS

#### **Circulation Policy #10 Fines**

Motion: that the Quinte West Public Library Board amends Circulation Policy #10 Fines to reflect the addition of Fast Lane fines, as circulated.  
(Yakachuk, Lane) carried.

#### **2020 Meeting Schedule**

Had discussions regarding proposed new legislation lowering the minimum number of meetings for library boards per year.

Motion: that the Quinte West Public Library Board accepts the 2020 meeting schedule, as circulated.  
(Reid, Lloyd) carried.

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### **2020 Operating Budget**

S. Humphreys presented the 2020 operating budget reflecting a 5 percent increase. There were discussions regarding the financing of the Trenton revitalization capital project.

Motion: to approve the 2020 operating budget and to forward same to the city's Director of Finance for inclusion in the overall city budget.

(Yakachuk, Alderson) carried.

### CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

D. Couture presented a draft letter expressing the Board's thanks and holiday greetings to library staff, from the Board.

Motion: to approve the holiday letter from the Board for distribution to Library staff.

(Reid, Lloyd) carried.

DATE OF NEXT MEETING: January 29, 2020

### AJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 3:13 p.m.

(Lloyd, Lane) carried.

  
Secretary

  
Chairperson