

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD

October 30, 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
Regrets: 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 circulated.
(Lloyd, Reid) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of September 18, 2019, as circulated.
(Reid, Yakachuk) carried.

BUSINESS ARISING FROM THE MINUTES

RFID update

The system is now working well in both Trenton and Frankford.

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STAFF REPORT

Chief Executive Officer's Report – S. Humphreys updated the board on activities in the library during the preceding month including; October's successful events celebrating Canadian Library month, statistical report and gave a demonstration of the library's eResources; Overdrive, Libby & Hoopla. Also discussed was the City of Quinte West/Quinte West Public Library's Display policy. The Library Board was in agreement with the City's suggested change, S.Humphreys will advise them of same.

Library Refresh

The Request for quote is now closed, site visit complete and respondent's quotes have been received and reviewed by the CEO along with pending QW Building Supervisor. There should be drawings to review before the end of 2019.

Motion: to accept the CEO's report.
(Reid, Lane) carried.

Financial Report

Motion: to accept the financial report for August 2019, showing revenue of \$119,879.46 and expenditures of \$143,218.78.
(Reid, Lane) carried.

Motion: to accept the financial report for September 2019 showing revenue of \$145,420.57 and expenditures of \$131,208.06.
(Yakachuk, Alderson) carried.

DECISION ITEMS/NEW BUSINESS

Personnel Policy #30 – Lieu Time

Motion: that the Quinte West Public Library Board adopts Personnel Policy #30 Lieu Time, as presented.
(Reid, Lloyd) carried.

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CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

S. Humphreys conveyed apologies from MP Todd Smith regarding his missed attendance at the library's Family Fun Fair.

DATE OF NEXT MEETING: November 27, 2019 in Frankford

IN CAMERA SESSION

Motion: to move into closed session at 2:55 p.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 regarding personnel matters.
(Yakachuk, Lane) carried.


Motion: to return the meeting to an open session.
(Lloyd, Lane) carried.

Motion: that the Quinte West Public Library Board authorizes the CEO to add the Shelving Assistants into the library's pay band schedule and to move forward with the new merged position entitled *Customer Experience Champion*, as discussed.
(Yakachuk, Lane) carried.

AJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 3:35 p.m.
(Alderson, Lane) carried.


Secretary


Chairperson