

MINUTES OF THE  
QUINTE WEST PUBLIC LIBRARY BOARD  
Regular Meeting - January 27, 2021 – 2:00 p.m.  
Virtual via Zoom

**Present:** D.Couture (Chair), Councillor L.Reid (Vice-Chair), Councillor S.Freeman, N. Alderson, C.Lane, B.Lloyd, B.Yakachuk

**Staff:** S.Humphreys (CEO/Secretary/Treasurer), Y.Wolters (Recording Secretary)

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 presented.

(Moved by B.Lloyd, Seconded by B.Yakachuk) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of November 25, 2020; as circulated.

(Moved by S.Freeman, Seconded by L.Reid) carried.

Motion: to accept the minutes of December 22, 2020; as circulated.

(Moved by B.Lloyd, Seconded by C.Lane) carried.

Motion: to accept the minutes of January 14, 2021; as circulated.

(Moved by B.Yakachuk, Seconded by B.Lloyd) carried.

Motion: to accept the In-Camera minutes of January 14, 2021; as circulated.

(Moved by S.Freeman, Seconded by C.Lane) carried.

BUSINESS ARISING FROM THE MINUTES

**Stirling M.I.L.L.:** the launch of this partnership is postponed until after the library opens up again to the public.

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## STAFF REPORT

### **Statistical Report**

Motion: to accept the statistical report for 2020.  
(Moved by B.Lloyd, Seconded by L.Reid) carried.

### **Financial Report**

Motion: to accept the financial report for December 2020, showing revenue of \$133,589. and expenditures of \$157,962.  
(Moved by B.Yakachuk, Seconded by S.Freeman) carried.

### **Quarterly Departmental Reports**

Motion: to accept the quarterly department reports.  
(Moved by B.Lloyd, Seconded by L.Reid) carried.

## DECISION ITEMS/NEW BUSINESS

### **Annual review of legislated policies**

1. Health and Safety Policy
2. Accessible Employment Policy
3. Accessible Customer Service Policy
4. Workplace Violence Policy
5. Workplace Harassment & Sexual Harassment Policy

Motion: that the Quinte West Public Library Board review and approve the above-noted policies for 2021.  
(Moved by C.Lane, Seconded by N.Alderson) carried.

### **Brand Guidelines**

S.Humphreys presented the Board with Wondermatter's proposed unique, fresh and bold visual identity for the Quinte West Public Library.

Motion: that the Quinte West Public Library Board approve the visual identity package from Wondermatter, as presented.  
(Moved by S.Freeman, Seconded by C.Lane) carried.

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CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

S.Humphreys shared that the Library has received positive feedback via Social Media as well as cards from Patrons expressing their appreciation for Library Staff.

DATE OF NEXT MEETING: February 24, 2021

IN CAMERA SESSION

Motion: to move into closed session at 2:26 p.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 b) regarding personal matters about an identifiable individual.

(Moved by B.Lloyd, Seconded by B.Yakachuk) carried.

Motion: to return the meeting to an open session.

(Moved by B.Lloyd, Seconded by N.Alderson) carried.

Motion: that the recommendation made during In Camera Session be adopted.

(Moved by S.Freeman, Seconded by B.Yakachuk) carried.

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 2:45 p.m. (Moved by B.Lloyd, Seconded by N.Alderson) carried.

*Suzanne Humphreys*

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CEO/Secretary/Treasurer

*Doug Couture*

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Chairperson