

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
Regular Meeting - May 27, 2020 – 10:30 a.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 10:29 a.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as amended.

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of April 29, 2020, as circulated.

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

Motion: to accept the minutes of May 13, 2020 Special Meeting, as circulated.

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

BUSINESS ARISING FROM THE MINUTES

There was none.

STAFF REPORT

Statistical Report

Motion: to accept the statistical report for April, 2020.

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

Financial Report

Motion: to accept the financial report for April 2020, showing revenue of \$117,313.70 and expenditures of \$109,785.16.

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

QUINTE WEST PUBLIC LIBRARY
May 27, 2020

Chief Executive Officer's Report – S.Humphreys updated the board on library activities happening during the preceding month including; Replacement RFID Gates have been installed and are working, Self checkout station has been ordered, Looking into various Pay Station options to streamline printing services, Review of Library Website in preparation for new (City) Website, updated timeline for reopening including plans for Health & Safety measures, Work from Home policy development, Reduced library hours with reduced staffing, Staff Training and new processes for Returns & Holds, New Services including; Curbside Pickup and Delivery/mailing.

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

DECISION ITEMS/NEW BUSINESS

Draft Financial Statements 2019

S.Humphreys reviewed the Statements including Independent Auditors' Report.

Motion: to accept the draft Audit Financial Statements for 2019, as presented and authorize the CEO and Board Chair to sign off on same.
(Moved by S.Freeman, Seconded by B.Lloyd) carried.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

Received Via Social Media: The public has responded overwhelmingly positive to the safe phased reopening of the library. Patrons have also expressed appreciation for Online Storytimes during this closure.

DATE OF NEXT MEETING: June 24, 2020

QUINTE WEST PUBLIC LIBRARY
May 27, 2020

IN CAMERA SESSION

Motion: to move into closed session at 11:19 a.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 regarding personnel matters.
(Moved by S.Freeman, Seconded by B.Lloyd) carried.

Motion: to return the meeting to an open session.
(Moved by S.Freeman, Seconded by L.Reid) carried.

Motion: that the recommendation made during In Camera Session, be adopted.
(Moved by L.Reid, Seconded by C.Lane) carried.

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 11:32 a.m.
(Moved by B.Yakachuk, Seconded by B.Lloyd) carried.

Suzanne Humphreys

CEO/Secretary/Treasurer

Doug Couture

Chairperson