

MINUTES OF THE  
QUINTE WEST PUBLIC LIBRARY BOARD

April 29, 2020 – 10:30 a.m.

Virtual via Zoom

Present: D. Couture - Chair  
S. Freeman  
C. Lane  
B. Lloyd  
L. Reid  
B. Yakachuk  
Staff: S. Humphreys  
Y. Wolters  
K. Vivian  
Regrets: N. Alderson

CALL TO ORDER

D. Couture called the meeting to order at 10:31 a.m.

APPROVAL OF THE AGENDA

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of February 26, 2020, as circulated.  
(Freeman, Reid) carried.

Motion: to accept the minutes of March 13, 2020 Special Meeting, as circulated.  
(Yakachuk, Lane) carried.

Motion: to accept the minutes of March 16, 2020 Special Meeting, as circulated.  
(Lloyd, Lane) carried.

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Motion: to accept the minutes of March 16, 2020 Special Meeting In Camera session, as circulated.  
(Freeman, Reid) carried.

Motion: to accept the minutes of April 15, 2020 Special Meeting (virtual), as circulated.  
(Lane, Yakachuk) carried.

BUSINESS ARISING FROM THE MINUTES

S. Humphreys updated the Board regarding projects that are now on hold due to the closure of the Library during the COVID-19 Pandemic.

**Library Refresh**

S. Humphreys has remained in touch with the architects and suggests the Board revisit the original financial and timeline commitments in light of the current situation.

**Part-time Staff Layoffs**

As per the Boards decision on April 15, 2020 all Part-time Library staff were laid off as of April 19, 2020.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

Input received from two (2) Full-time Staff members as a response to a Motion before the Board.

STAFF REPORT

**Statistical Report**

Motion: to accept the statistical report for February and March, 2020.  
(Lloyd, Yakachuk) carried.

**Financial Report**

Motion: to accept the financial report for March 2020, showing revenue of \$118,992.47 and expenditures of \$116,866.52.  
(Freeman, Lloyd) carried.

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**Chief Executive Officer's Report** – S. Humphreys updated the board on library activities happening virtually during the preceding month including; new online programming, Online Readers Advisory, Patron Tech Help, Online Library Card Services. Full-time Staff continue to work on projects, planning for Online Summer programming and are organizing a reopening plan. The RFID Gates in Trenton are being replaced gratuitously by Bibliotheca along with a reduction in contract costs. They have been shipped and will be installed during the closure.

Motion: to accept the CEO report.  
(Lloyd, Yakachuk) carried.

### **Department Quarterly Reports**

Motion: to accept the Adult and Children's Department Quarterly Reports.  
(Freeman, Lane) carried.

### **DECISION ITEMS/NEW BUSINESS**

#### **Fine Free - 6 month trial**

Motion: that the Quinte West Public Library Board authorizes the CEO to engage in a 6 month fine free trial upon reopening. At the end of this period the CEO will share a report on the findings of this trial.  
(Freeman, Reid) carried.

#### **Board By-law #13 Voting on Motions**

Motion: that the Quinte West Public Library Board amends Board By-law #13 by removing point #8.  
(Reid, Yakachuk) carried.

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DATE OF NEXT MEETING: May 27, 2020

IN CAMERA SESSION

Motion: to move into closed session at 11:24 a.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.

(Yakachuk, Lane) carried.

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 11:45 a.m.

(Lane, Yakachuk) carried.

*Suzanne Humphreys*

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Secretary

*Doug Couture*

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Chairperson