

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD

May 30, 2018 – 2:00 p.m.

Quiet Study Room

Present: J. Vanleeuwen – Chair
D. Couture
S. Freeman
N. Gates
C. Lane
G. Quinn
B. Yakachuk

Staff: R. Turtle
C. Boutilier
Y. Wolters

CALL TO ORDER

J. Vanleeuwen called the meeting to order at 2:00 p.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as circulated.
(Yakachuk, Freeman) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of April 25, 2018, as circulated.
(Couture, Gates) carried.

BUSINESS ARISING FROM THE MINUTES

RFID Planning – R. Turtle shared that the Hastinet board has selected Bibliotheca's quote and have had an initial meeting about the supply and install of the RFID (Radio Frequency Identification) System at both Belleville and Quinte West Public Libraries.

QUINTE WEST PUBLIC LIBRARY

May 30, 2018 (cont'd)

CEO SELECTION COMMITTEE REPORT

CEO Job Posting – D. Couture presented the CEO Job posting, with the additional required statements along with a draft timeline for posting and interviewing. Also presented was a Memo addressed to the library staff thanking them for their Staff Input submissions.

Motion: to accept the CEO Job Posting, as amended.
(Lane, Couture) carried.

Motion: to distribute the thank you memo to the library staff, as submitted.
(Freeman, Quinn) carried.

STAFF REPORTS

Chief Executive Officer's Report – R. Turtle updated the board on activities in the library in the preceding month.

Audit Findings Report

Motion: to accept the Audit Findings Report for 2017 as prepared by Wilkinson & Company.
(Freeman, Lane) carried.

2017 Audit Statement (draft)

Motion: to accept the draft 2017 Audit Financial Statements for 2017, as presented.
(Gates, Couture) carried.

Letter of Representation

Motion: to accept the Letter of Representation to Wilkinson & Company for the year ended December 31, 2017 and authorize the CEO and Board Chairperson to sign off on same.
(Quinn, Yakachuk) carried.

QUINTE WEST PUBLIC LIBRARY

May 30, 2018 (cont'd)

Financial Report for March 2018

Motion: to accept the Financial report for March 2018 showing revenues of \$ 113,037 and expenditures of \$ 153,739.
(Freeman, Couture) carried.

Transfer between Reserve accounts

Motion: to transfer \$ 7,440.89 from the Frankford Reserve account to the Library Projects Reserve account.
(Yakachuk, Gates) carried.

DECISION ITEMS/NEW BUSINESS

Children's Play Area Request - received from the Children's department proposing a refresh of the play area.

Motion: that the Quinte West Public Library board approve the request for a refresh of the children's play area as submitted, at the upset limit of \$ 6,000.00.
(Freeman, Quinn) carried.

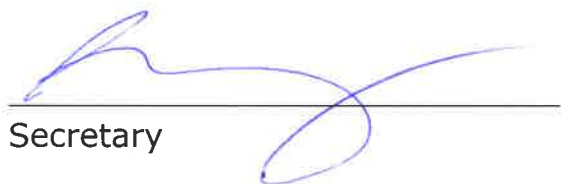
CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

There was none.

DATE OF NEXT MEETING: June 27th, 2018 2:00 p.m. Multi-Purpose Room

AJOURNMENT

Motion: to adjourn.
(Couture, Gates) carried.


Secretary


Chair