

MINUTES OF THE  
QUINTE WEST PUBLIC LIBRARY BOARD

September 26, 2018 – 2:00 p.m.

Multi-Purpose Room

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

Staff: R. Turtle  
Y. Wolters

Regrets: C. Boutilier

CALL TO ORDER

J. Vanleeuwen called the meeting to order at 2:01 p.m.

APPROVAL OF THE AGENDA

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEEDING MEETING

Motion: to accept the minutes of June 27, 2018, as circulated.  
(Couture, Yakachuk) carried.

Motion: to accept the minutes of August 29, 2018 Special  
meeting, as circulated.  
(Gates, Freeman) carried.

Motion: to accept the in camera minutes of August 29, 2018,  
Special meeting, as circulated.  
(Couture, Freeman) carried.

## QUINTE WEST PUBLIC LIBRARY

September 26, 2018 (cont'd)

### BUSINESS ARISING FROM THE MINUTES

**RFID** – R. Turtle reviewed the project and updated the board regarding equipment issues that the IT department has been confronted with. Additional help has been arranged to tag the collection and the expected completion date remains for year end.

### CEO SELECTION COMMITTEE REPORT

S. Humphreys has accepted the position of CEO of the Quinte West Public Library; effective January 1, 2019.

D. Couture reviewed the process that the committee has undergone in the past four months and thanked committee members for their time. Discussions ensued regarding S. Humphrey's orientation and probation period review.

### STAFF REPORTS

**Chief Executive Officer's Report** – R. Turtle updated the board on activities in the library in the preceding month, including statistics collected over the summer and quarterly reports from Adult and Children's services departments.

#### **Financial Report for June 2018**

Motion: to accept the Financial report for June 2018 showing revenues of \$115,318 and expenditures of \$114,482.  
(Couture, Lane) carried.

#### **Financial Report for July 2018**

Motion: to accept the Financial report for July 2018 showing revenues of \$116,081 and expenditures of \$118,880.  
(Freeman, Gates) carried.

#### **Financial Report for August 2018**

Motion: to accept the Financial report for August 2018 showing revenues of \$141,150 and expenditures of \$155,791.  
(Yakachuk, Quinn) carried.

## QUINTE WEST PUBLIC LIBRARY

September 26, 2018 (cont'd)

### DECISION ITEMS/NEW BUSINESS

R. Turtle brought forward a concern from the public regarding library wifi availability. Had discussions regarding grounds for open 24 hour access and confirmed no change will be made.

#### Policy Review

##### **Internet Access Waiver**

Motion: that the Quinte West Public Library Board adopts the Internet Access Waiver, as circulated.  
(Couture, Lane) carried.

##### **Media Communication Policy**

Motion: that the Quinte West Public Library Board adopts the Media Communication policy, as circulated.  
(Freeman, Gates) carried.

##### **Personnel Policy #9 Sick Leave**

Motion: that the Quinte West Public Library Board rescind personnel policy #9 Sick Leave.  
(Yakachuk, Couture) carried.

##### **Personnel Policy #10 Employee Benefits**

Motion: that the Quinte West Public Library Board approves the amended policy, as circulated.  
(Couture, Gates) carried.

##### **Records Retention Policy**

Motion: that the Quinte West Public Library Board adopts the Records Retention policy, as circulated.  
(Yakachuk, Couture) carried.

QUINTE WEST PUBLIC LIBRARY

September 26, 2018 (cont'd)

Legacy Document (OLBA) Leadership by Design

Received, discussed and will be reviewed at the next Board meeting.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

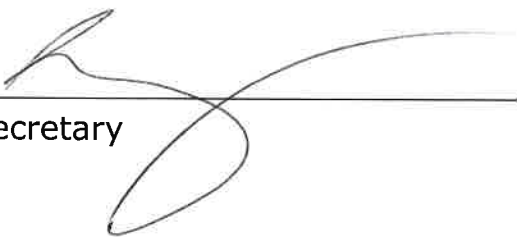
There were none.

DATE OF NEXT MEETING: October 31st, 2018 2:00 p.m. Multi-Purpose Room

AJOURNMENT

Motion: to adjourn.

(Couture, Lane) carried.



Secretary



Chair