

MINUTES OF THE  
QUINTE WEST PUBLIC LIBRARY BOARD

February 27, 2019 – 2 p.m.

Multi-purpose Room

Present: D. Couture – Chair  
S. Freeman  
C. Lane  
B. Lloyd  
L. Reid  
B. Yakachuk

Staff: S. Humphreys  
M. Lake  
Y. Wolters

Regrets: N. Alderson

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 amended.  
(Freeman, Reid) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of February 14, 2019 as circulated.  
(Reid, Yakachuk) carried.

BUSINESS ARISING FROM THE MINUTES

**Exploration of a Human Resources (HR) Agreement with City of Quinte West**

S. Humphreys shared that she has met multiple times with the City's HR manager regarding the revision of job descriptions for all staff, the pay equity process and the possibility of a HR Agreement between the Library and the City. Potentially, an agreement could be ready for the March meeting date.

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### **Advertising Expense from 2019 Operating Budget**

S. Humphreys clarified the budgeted amount as possible marketing expenses for a pay subscription re: promotional materials.

### STAFF REPORT

**Chief Executive Officer's Report** – S. Humphreys updated the board on activities in the library in the preceding month including; January statistics, 2018 Year at a glance, DBIA meeting and the approaching retirement of our Adult Services Librarian.

### **RFID update**

The gates have been installed in Frankford and will be installed tomorrow in Trenton. Following the gate install will be the software implementation and staff training.

### **Children's Librarian**

The new Children's Services Coordinator/Branch Liaison: Vanessa Pritchard has started this month and regular programs are back on schedule along with March Break planning. The March Break calendar was shared with the Board.

### **Professional Development: Ontario Library Association Superconference (OLA)**

This year OLA was attended in part by four staff members and one Board member. The theme was *Powered by the people* and sessions attended included; digital access, data collection, Branding/marketing, library tours and more. The importance of utilizing your staff and encouragement of lifelong learning were just a few messages that stood out.

### **Strategic Plan 2019-2022**

To aide in the development of a new Strategic Plan for the library, S. Humphreys presented a timeline charting the necessary stages to complete in 2019. The first steps require information gathering that will be done primarily by staff beginning soon. Sample strategic plans from other Ontario Public Libraries were distributed for information.

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### **Financial Report**

MOTION: to accept the CEO's report including the financial report for January 2019, showing revenue of \$120,595 and expenditures of \$170,486.  
(Reid, Lane) carried.

### DECISION ITEMS/NEW BUSINESS

#### **Library Closed Days (Personnel Policy #6)**

Recommendation: that the Quinte West Public Library Board amends Personnel Policy # 6 to state that the three days the library is closed, be treated as statutory holidays with regards to calculating pay for permanent part time employees.

Motion: Tabled (Freeman, Reid) carried.

#### **Vacation Entitlement (Personnel Policy #5)**

Recommendation: that the Quinte West Public Library Board amends Personnel Policy # 5 to reflect the changes in vacation entitlement.

Motion: Tabled (Freeman, Lloyd) carried.

#### **Personal Emergency Leave (PEL)**

On November 21, 2018, Bill 47 passed its third reading, and received Royal Assent. This Bill has repealed some of the changes made to the Employment Standards Act and the Labour Relations Act which implicate Personnel Policy # 8 the major difference being that employees will no longer be entitled to two (2) days paid of personal emergency leave.

Motion: that the Quinte West Public Library Board amends Personnel Policy # 8 to reflect the change made by Bill 47 with regard to Personal Emergency Leave days.  
(Freeman, Lloyd) carried.

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**Library Wifi Access**

S. Humphreys shared minutes from the December meeting of the City of Quinte West Health and Safety Advisory Committee (HSAC). There it was recommended that the Wifi access at both branches of the library be limited to library business hours only. Had discussions regarding 24 hour access and confirmed no change will be made.

Motion: that the Quinte West Public Library Board authorize the CEO to inform the HSAC of their decision regarding access to the library's wifi after business hours.

(Yakachuk, Freeman) carried.

**CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT**

Letter from SOLS received

DATE OF NEXT MEETING: March 27, 2019

**IN CAMERA SESSION**

Motion: to move into closed session at 3:30 p.m. pursuant to Section 239 (2) (b) of the Municipal Act, regarding personnel matters.  
(Freeman, Lloyd) carried.

Motion: to return the meeting to an open session.  
(Lloyd, Reid) carried.

**AJOURNMENT**

Motion: that the Quinte West Public Library Board now adjourn at 3:43 p.m.  
(Lloyd, Freeman) carried.

  
Secretary

  
Chair