

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
February 26, 2020 – 2:00 p.m.
Multi-Purpose Room

Present: D. Couture - Chair
S. Freeman
C. Lane
B. Lloyd
L. Reid
B. Yakachuk
Staff: S. Humphreys
Y. Wolters
Absent with Notice: N. Alderson

CALL TO ORDER

D. Couture called the meeting to order at 2:01 p.m.

APPROVAL OF THE AGENDA

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

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of January 16, 2020, as circulated.
(Yakachuk, Reid) carried.

BUSINESS ARISING FROM THE MINUTES

Library Refresh

Library management staff has reviewed the initial drawings and S. Humphreys has had a follow up meeting with the architects. The drawings were distributed and reviewed by the Board.

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STAFF REPORT

Statistical Report

Motion: to accept the statistical report for January 2020.
(Reid, Lane) carried.

Financial Report

Motion: to accept the financial report for January 2020, showing revenue of \$116,200.00 and expenditures of \$ 55,990.37.
(Yakachuk, Lane) carried.

Chief Executive Officer's Report – S. Humphreys updated the board on activities in the library during the preceding month including; Implementation of the Fast Lane collection, museum passes, Online registration for library cards, Chromebook in-library lending and the new desk schedule model. Looking ahead to; partnering with M.I.L.L. (Musical Instrument Lending Library), library job posting, Butterfly garden planning/partnership and March Break programming.

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

DECISION ITEMS/NEW BUSINESS

Annual Review of legislated policies

Health and Safety Policy

Motion: that the Quinte West Public Library Board adopt the Health and Safety policy for 2020 as required by the Occupational Health and Safety Act (Section 25(2)(j)).

(Reid, Lloyd) carried.

Accessible Employment Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Employment Policy for 2020.

(Freeman, Lane) carried.

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Accessible Customer Service Policy

Motion: that the Quinte West Public Library Board adopt the Accessible Customer Service Policy for 2020.
(Freeman, Lloyd) carried.

Workplace Violence Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Violence Policy for 2020.

(Reid, Lane) carried.

Workplace Harassment & Sexual Harassment Policy

Motion: that the Quinte West Public Library Board adopt the Workplace Harassment & Sexual Harassment Policy for 2020.

(Lloyd, Yakachuk) carried.

Review of Circulation Policies

Motion: that the Quinte West Public Library Board authorizes the CEO to review and revise circulation policies for the library except where a philosophic stance/principal is expressed or where there are significant budgetary implications.

(Freeman, Reid) carried.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

S. Humphreys shared an email received from Trenton High School teacher; Maggie Stevenson thanking the library regarding the student art exhibited in the library's teen zone and shared how proud the students are to be chosen.

DATE OF NEXT MEETING: March 25, 2020

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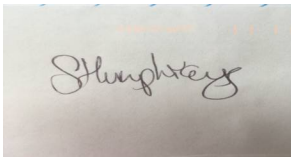
IN CAMERA SESSION

Motion: to move into closed session at 3:20 p.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 regarding personnel matters.
(Reid, Lloyd) carried.

Motion: to return the meeting to an open session.
(Freeman, Lane) carried.

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 3:29 p.m.
(Freeman, Reid) carried.



Secretary



Chairperson