

**NIAGARA-ON-THE-LAKE PUBLIC LIBRARY**  
**BOARD MINUTES**  
**Meeting of Wednesday, November 23, 2011**  
**6:30 p.m.**

**Present:** Terry Flynn (Chair), Brenda Dyck (Vice-Chair), Dennis Dick (Councillor), Beckie Fox, Rochelle Dickenson, Joy Lambert, Andrew Porteus and Dave Hunter  
**Staff:** Jim Crux, Debbie Smith

**Regrets:** Andrea Kaiser (Councillor)

**Absent:**

**1. Call to Order**

Terry Flynn called the meeting to order at 6.38pm.

**2. Declaration of Conflict of Interest with regard to Agenda Items**

No declarations were made.

**3. Approval of the Agenda**

**Motion 11- 139:** Moved by Beckie Fox, seconded by Brenda Dyck that the agenda be approved. Motion carried.

**4. Approval of the Minutes of the Meeting of October 26, 2011**

**Motion 11- 140:** Moved by Dennis Dick, seconded by Brenda Dyck to approve the minutes. Motion carried.

**Approval of the Minutes of the Meeting of November 10, 2011.**

**Motion 11-141:** Moved by Andrew Porteus, seconded by Joy Lambert, to approve the minutes. Motion carried.

**5. Deputation**

No deputation was received.

## **6. Business Arising from the Minutes**

### 6.1 Job Descriptions

Job descriptions were discussed by the Board including nuances in the wording within job categories especially as pertaining to student pages.

**Motion 11- 142:** Moved by Andrew Porteus, seconded by Dennis Dick, to approve the organizational chart and job descriptions as presented. Motion carried.

### 6.2 Introduction of New CEO

Cathy Simpson, current Deputy CEO of the Lincoln Public Library and designated CEO of the NOTLPL, was welcomed by the Board Chair. He noted that Niagara This Week will be doing an article about her in the first week of December.

### 6.3 Ratification of CEO Appointment

Ratification of Cathy Simpson's appointment as CEO was completed with the approval of minutes from the meeting of November 10, 2011.

### 6.4 Board Election

The Chair pointed out that the appointment term of the Chair was discretionary with individual Boards. For NOTL, that was yearly. He also pointed out the alternatives regarding the nomination and electoral process. Subsequently, Andrew Porteus was nominated as Chair for 2012 by Dave Hunter and was seconded by Rochelle Dickenson. Brenda Dyck was nominated as Vice-Chair for 2012 by Dave Hunter and seconded by Rochelle Dickenson. The election will be reviewed and submitted to a motion to approve at the Wednesday, December 14, 2011 Board meeting.

## **7. Report of the Board Chair**

The Board Chair thanked all the members of the Selection Committee for the long hours of commitment to the CEO search and hiring process. He also directed his thanks to Board members and library staff for their concern and support during his mother's recent illness.

## **8. Policy Discussion and Revision**

Dave Hunter reported that HR policies are under consideration from HR-01 to HR-05. It was noted that a compensation policy needs to be created and harmonized with that of the Town of Niagara-on-the-Lake. The CEO was directed to obtain the appropriate policy to review by the Policy

Committee. It was pointed out by Dave Hunter that the continuous improvement focus could be a major driver of staff performance appraisal. He noted as well that quarterly appraisals can be the focus point of the process. The HR policies provided are to be reviewed by the Board members and brought forward for approval at the next Board meeting on December 14, 2011.

## **9. Staff Reports**

### 9.1 CEO Report

Concerns were expressed regarding staff and patron access to the food court area after 6pm daily. The CEO was to address the access issue with Kevin Turcotte the Community Centre manager and request access until closing hours for the Library.

The Brock e-survey was unsuccessful. There may be a potential use of Survey Monkey and details will be reported on by Dave Hunter in December.

### 9.2 Monthly Statistics

The CEO drew attention to a 25% decline in magazine circulation since the July transition of magazines to reference status. No attribution of cause could be made due to lack of knowledge. As well, the database subscriptions for Global Road Warriors and A to Z Maps will be allowed to lapse at the end of December due to low usage.

**Motion 11-143:** Moved by Joy Lambert and seconded by Rochelle Dickenson to approve the staff report. Motion carried.

## **10. Financial Report**

### 10.1 Library Statement of Accounts

The first monthly statement since August was presented. The new accounting software has far greater clarity than the previous format and has the possibility of near-real time monitoring due to a Virtual Private Network accessible to Department Heads and the Library CEO. A budget review with the Town Treasurer indicates a projected surplus of \$13,500 for the year. The CEO indicated that some scepticism was warranted due to the ongoing nature of the software development.

**Motion 11-144:** Moved by Andrew Porteus, seconded by Joy Lambert, to approve the statement of accounts. Motion carried.

## 10.2 Library Budget 2012

An up to date list of current reserve accounts was provided to the Board. The issue of accessibility compliance costs was raised as the Library will need to move all its stacks and re-carpet the Library in the near term (2015). Concern was expressed regarding building a reserve to assist in the conversion. Another concern was the possible development of a computer disposal policy for future hardware recycling. Regarding the budget process, Andrew Porteus expressed concern that the Library's 2012 budget was essentially dictated and presented with minimal Library input. It was noted that the CEO search and a 3 month shortening of the budget timeline left little margin in the transitional process due to the new budgeting model and timeline. Board members discussed models of service for the St. David's/Glendale area including possible cooperative ventures with the Niagara Falls Public Library and potential associated costs for alternatives.

**Motion 11-145:** Moved by Dave Hunter, seconded by Joy Lambert, to approve the draft budget. Motion carried.

## 11. New Business

### 11.1 LSC-FPP and ARP Review

The Board reviewed the current ARP and the proposed FPP for 2012. The plan held steady at current overall cost levels.

**Motion 11- 146:** Moved by Andrew Porteus, seconded by Beckie Fox to approve the FPP for 2012. Motion carried.

### 11.2 Holidays-Christmas and 2012

The Board approved the 2012 holiday schedule as well as the Christmas Hours. The CEO explained the 6pm closing times were a consequence of low patron usage.

**Motion 11-147:** Moved by Rochelle Dickenson, seconded by Beckie Fox, to approve the 2012 Holiday calendar. Motion carried.

### 11.3 Magazine Circulation

Magazine circulation was mentioned to the CEO by several patrons who requested a policy review. The Board discussed the pros and cons of reference and circulation status as well as sponsorship and duplicate circulating copies. The Board's decision was to stand by current policy and to receive the information provided by the patrons.

#### 11.4 Staff Acknowledgement

The Board will hold a CEO appreciation party from 2pm to 4pm on Sunday, December 11<sup>th</sup> to say farewell to the retiring CEO as well as to welcome the new one. There will also be an ad placed in the Advance to promote the event. As well, the Board will host a Christmas gathering for staff which the CEO will confirm and email details.

### **12. Correspondence/Information**

12.1 There is no correspondence to be brought forward at this time.

### **13. In-Camera:**

### **14. Adjournment**

14.1 Board Meeting Date

The next Board meeting is scheduled for Wednesday, December 14, 2011 at 7pm.

**Motion 11- 148:** Moved by Joy Lambert, seconded by Rochelle Dickenson to adjourn at 8:55pm. Motion carried.