

North Kawartha Public Library Minutes

Tuesday April 28, 2015 9:30AM

Board Room, Apsley Branch

I Roll Call

Carolyn Amyotte, Doug Hutton, Barry Jacobson, Edith Gorman, Bob Burns

Staff: Shannon Hunter, Susan Suhr, Debbie Hall

Guest: Connie Parent (Clerk) left at 9:45AM

Call to order at 9:37AM

II Declarations of Conflict of Interest

Carolyn Amyotte reminded members of their obligation to declare a conflict if necessary.

III Approval of the Agenda

15.043 Moved Doug Hutton
Seconded Bob Burns
The agenda is approved as distributed.
Motion carried.

IV Adoption of Minutes

M1. Minutes of the regular meeting of the Library Board on March 24, 2015.

15.044 Moved Bob Burns
Seconded Doug Hutton
The minutes of the regular meeting of the Library Board on March 24, 2015
are approved as presented.
Motion carried.

V Deputations/Presentations

N/A

VI Business

B1. Library Trustee Oath – Barry Jacobson

- a) Clerk (Connie Parent)
New Trustee will be provided with a copy of the 'Declaration of Office'
(Policy 1.7 Attachment 1), which must be signed in the presence of the entire Board.

Clerk Connie Parent administered the Library Trustee Oath. Barry Jacobson read the declaration aloud. Carolyn Amyotte welcomed Barry Jacobson to the Board.

B2. 2015 Budget

- a) Verbal Report
- b) 2015 Budget Worksheets

Shannon Hunter reported that the budget was received and approved by Council. Bob Burns spoke to some concerns at the council meeting. The location of the shade structure was a concern. These concerns will be taken into consideration.

Bob Burns reported that someone in the audience commented that the one at Woodview is very well used and much appreciated.

**15.045 Moved Doug Hutton
 Seconded Edith Gorman
 The budget report is received.
 Motion carried.**

B3. Better World Books

- a) Staff Report

Shannon Hunter stated that we used to have arrangements through different associations to pick up and remove weeded books but as they no longer do this staff have been having to drive the books to Peterborough. Staff shouldn't have to do this. This agreement states that a percentage will be donated to an organization that provides books to literacy programs. General Literacy Action Plan (LEAP). Edith Gorman enquired if this is a registered charity that they donate to. We contacted this company, the librarian checked and other libraries use them. Their website lists the organizations that they partner with.

**15.046 Moved Bob Burns
 Seconded Doug Hutton
 The Library Board approves the CEO signing the agreement with Better
 World Books for disposal of old and weeded items.
 Motion carried.**

B4. Sunshade Structure

- a) Staff Report

Shannon Hunter contacted Timberline Custom Homes to determine the timeline for building the structure. It is to be completed by June.

**15.047 Moved Doug Hutton
 Seconded Bob Burns
 The Sunshade Structure report is received.
 Motion carried.**

B5. Food Bank Request

a) Request

Shannon Hunter reported that the Food Bank contacted her as they would like to donate a bench in memory of Pat Quast to put in front of the library as Pat was on the library Board

Doug Hutton commented that as long as it's maintenance free it would be a good thing and it should be placed in an area that is well lit. **15.059**

Moved Edith Gorman

Seconded Barry Jacobson

The minutes of the regular meeting of the Library Board on April 28th, 2015 are approved with a correction to comments under B5 made by Doug Hutton to take out the words "and movable". Motion carried.

Bob Burns stated that we had a conversation before regarding doing something as a memorial for Pat. This would be a good way to have the memorial. The maintenance of the bench is a concern if we have to take care of it.

Edith Gorman enquired if there will be a dedication ceremony for the placing of this bench.

15.048 Moved Doug Hutton

Seconded Edith Gorman

The Library Board approves the donation and placement of a maintenance free bench in memory of Pat Quast.

Motion carried.

B6. Policy Review – Section I – Library Board By-Laws

1.1 Statement of Authority of the Board

No change

1.2 Responsibility and Purpose of the Board

Carolyn Amyotte spoke to the last two lines. Does the Board see the annual report that is to the government? Shannon Hunter stated that the chair has always signed the annual survey, however now these are submitted electronically. A copy is kept at the Township Office and is signed by the Chair and the CEO. Upon completion a copy can be provided to the Board for information.

Change last paragraph to read: The Board must ensure that all reports required or requested by the Township Council or the Government of Ontario are submitted when required.

The last line is to be removed.

1.3 Organization of the Board

#4: Change to: The CEO or designate must attend all Board meetings.

1.4 Establishing New Library Boards

No change

1.5 Duties and Qualifications of Trustees

No change

1.6 Recruitment of Trustees

No change

1.7 Orientation and Training of New Trustees

Carolyn Amyotte spoke to the necessity of some of these items. Shannon Hunter feels it is important to keep these items in.

#4e Change to: CEO's and Library Board's last annual report.

1.8 Continuing Training of Trustees

No change

1.9 Disqualifications of Trustees

No change

1.10 Chairperson of the Board

No change

1.11 Vice-Chairperson of the Board

No change

1.12 Chief Executive Officer of the Board

Shannon Hunter explained that the CEO role for the North Kawartha Library is a little different than other libraries as she is part time. The Librarian and Technical Services Coordinator take care of day to day business of the library.

#1 Change to: The CEO or designate attends all meeting of the Board.

#6 Change annually to monthly

1.13 Secretary of the Board

#1 Change to: The Technical Services Coordinator or designate shall serve as the Secretary of the Board.

1.14 Treasurer of the Board

No change

1.15 Committees of the Board

No change

1.16 Inaugural and First Board Meeting

No change

1.17 Regular Board Meetings

#1: Change to 4th Tuesday of the month

1.18 In-Caucus Board Meetings

Change title from In-Caucus to Closed

Change all “in-caucus” to closed

#3 change CEO to Secretary

1.19 Attendance at Board Meetings

No change

1.20 Order of Proceedings at Board Meetings

#9 Change to: The agenda is prepared by the Chairperson and the CEO. Individual Trustees may ask through the Chair to have items included in the agenda.

1.21 Role of Chairperson during Board Meetings

No change

1.22 Conduct of Board Members during Board Meetings

No change

1.23 Rules of Debate

Change last word from affirmative to negative

1.24 Motions

No change

1.25 Voting on Motions

No change

1.26 Preparation of Minutes of Board Meetings

No change

1.27 Approval and Distribution of Board Minutes

No change

1.28 Liability of Trustees

No change

1.29 Conflict of Interest

No change

1.30 Board Finances

No change

1.31 Management of By-Laws
No change

1.32 Board Code of Ethics
No change

**15.049 Moved Doug Hutton
Seconded Bob Burns
Staff is directed to make the changes as noted and bring the policies back to the next Board meeting for approval.
Motion carried.**

**15.050 Moved Doug Hutton
The Library Board will recess for 5 minutes.
Motion carried.**

VII Reports

R1. Library Stats March 2015

- a) Fines
- b) Circulation Stats
- c) ILL Stats

**15.051 Moved Doug Hutton
Seconded Bob Burns
The March 2015 Library Stats are received.
Motion carried.**

R2. Tech Services Stats March 2015

- a) Apsley User Stats
- b) Woodview User Stats
- c) Overdrive Downloads
- d) Ancestry Usage

**15.052 Moved Edith Gorman
Seconded Doug Hutton
The March 2015 Tech Services Stats are received.
Motion carried.**

R3. Librarian's Report

- a) Staff Report

We used to have Story time but stopped for a while due to lack of attendance, beginning with full day Kindergarten attendance at the school. Music has been added to this program.

**15.053 Moved Bob Burns
Seconded Edith Gorman
The Library Board will continue to budget for a March Break Entertainer.**

Motion carried.

**15.054 Moved Edith Gorman
Seconded Doug Hutton
The Librarian's Report is received.
Motion carried.**

VIII Financial

F1. Statement

- a) Financial statement to April 22, 2015
- b) Reserves Statement to April 22, 2015

**15.055 Moved Doug Hutton
Seconded Bob Burns
The Financial statements are received.
Motion carried.**

IX Board Orientation

N/A

X Correspondence

C1. Senior Achievement Award

C2. Lincoln M Alexander Award

C3. Seniors Month

**15.056 Moved Doug Hutton
Seconded Barry Jacobson
The correspondence is received.
Motion carried.**

XI New Business

N/A

XII Closed Session

N/A

XIII Adjournment

Next meeting May 26, 2015 in the Apsley Branch Boardroom at 9:30AM

**15.057 Moved Bob Burns
Seconded Edith Gorman
The meeting is adjourned at 11:50AM**