

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
Regular Meeting - March 21, 2023 - 2 p.m.
(Hybrid) Caucus Room & Google Meet

Present in-person:

D.Couture (Chair)
S.MacDougall
E.Payne
M.Piercy
B.Yakachuk

Present virtually:

Councillor L.Reid (Vice-Chair)
Councillor S.Freeman

Staff in-person:

S.Humphreys (CEO/Secretary/Treasurer)
Y.Wolters (Recording Secretary)

CALL TO ORDER

D.Couture called the meeting to order at 2:06 p.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as amended.
(Moved by B.Yakachuk, Seconded by S.MacDougall) carried.

STATEMENT OF ACKNOWLEDGEMENT AND RESPECT FOR INDIGENOUS PEOPLES, Read by Chairperson; D.Couture.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of February 16, 2023; as circulated.
(Moved by L.Reid, Seconded by S.Freeman) carried.

Motion: to accept the minutes of February 21, 2023 Special meeting;
as circulated.
(Moved by E.Payne, Seconded by B.Yakachuk) carried.

BUSINESS ARISING FROM THE MINUTES

There was none.

STAFF REPORTS

Statistical Report

Motion: to accept the statistical report for February 2023.

(Moved by M.Piercy, Seconded by S.MacDougall) carried.

Chief Executive Officer's Report

S.Humphreys updated the Board about activities in the Library including:

- Interviews for our new temporary Public Service Librarian (Children's department) are underway.
- Site visits and quotes are happening as we continue towards our Library renovation.
- Community participation in March Break programming was fantastic as we returned to in person library activities and events.
- The Library is assuming responsibility for the operation of the Community Cupboard program started by the City.
- A library computer was stolen, fortunately the police were able to recover it and return it to us.

S.Humphreys reviewed the libraries training, policies and procedures put in place with respect to behaviours in the library and workplace safety. Some of the measures in place are: having a trained Supervisor always on shift, a shared Banned/Trespass list with the City, emergency procedures training, yearly workplace violence review of each department, a relationship with our local Police Impact Team. Internally we share incident reports and have monthly management meetings. Part-time Staff have been trained and continue to train for situations that entail dealing with difficult people, de escalation tactics, concerns with homeless Patrons, emergency lockdown, secure & hold, as well as police duress and medical alert buttons.

The library has new swipe access being installed for Staff only rooms and a 2-way communication system in process which will assist with Staff safety and communication as well as improved service for Patrons.

Motion: to accept the CEO Report.

(Moved by L.Reid, Seconded by S.Freeman) carried.

QUINTE WEST PUBLIC LIBRARY
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DECISION ITEMS/NEW BUSINESS

Materials Selection Policy review

S.Humphreys shared that the updated policy now includes the Ontario Library's Association statement on intellectual freedom and the form to be used by patrons wishing to challenge material in the collection.

Motion: that the Quinte West Public Library Board approve the Materials Selection Policy, as amended.

(Moved by E.Payne, Seconded by B.Yakachuk) carried.

Patron Code of Conduct review

S.Humphreys shared the updated policy, revised to include a statement on the Library's commitment to being an inclusive and welcoming space.

Motion: that the Quinte West Public Library Board approve the Patron Code of Conduct, as presented.

(Moved by E.Payne, Seconded by S.MacDougall) carried.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

There was none

DATE OF NEXT MEETING: Tuesday, April 25, 2023 at 2pm (Hybrid)

IN CAMERA SESSION

MOTION: to move into closed session at 2:35 p.m. pursuant to the Public Libraries Act, RSO 1990, concerning personal matters regarding an identifiable individual.

(Moved by B.Yakachuk, Seconded by S.MacDougall) carried.

MOTION: to return the meeting to an open session.

(Moved by M.Piercy, Seconded by B.Yakachuk) carried.

MOTION: that the recommendation made during In Camera Session be adopted.

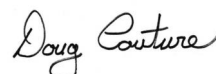
(Moved by S.MacDougall, Seconded by M.Piercy) carried.

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 2:55 p.m. (Moved by B.Yakachuk, Seconded by M.Piercy) carried.



CEO/Secretary/Treasurer



Chairperson