

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
Regular Meeting - February 16, 2023 - 9:30a.m.
(Hybrid) Caucus Room & Google Meet

Present: D.Couture (Chair), Councillor L.Reid (Vice-Chair), Councillor S.Freeman, S.MacDougall, E.Payne, M.Piercy, B.Yakachuk

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

CALL TO ORDER

S.Humphreys called the meeting to order at 9:25 a.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as amended.

(Moved by D.Couture, Seconded by S.Freeman) carried.

DECISION ITEM

Election of Library Board Officers (Chair and Vice-Chair)

S.Humphreys called for nominations for the position of Chair.

D.Couture was nominated and accepted the nomination.

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

D.Couture accepted and assumed the position of the Chair.

D.Couture called for nominations for the position of Vice-Chair.

L.Reid was nominated and accepted the nomination.

(Moved by: S.Freeman, Seconded by S.MacDougall) carried

L.Reid accepted the position of Vice-Chair.

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 November 30, 2022; as circulated.
(Moved by L.Reid, Seconded by B.Yakachuk) carried.

Motion: to accept the minutes of November 30, 2022 In Camera
Session; as circulated.
(Moved by E.Payne, Seconded by B.Yakachuk) carried.

BUSINESS ARISING FROM THE MINUTES

D.Couture updated the Board regarding the June 30, 2023 retirement of Chief Executive Officer (CEO) Suzanne Humphreys. The position has been posted and the Library Board will need a hiring committee to oversee the hiring process, alongside Human Resources department Staff. Meeting next week to form a CEO hiring committee.

STAFF REPORTS

Board Orientation

S.Humphreys presented a short review of the new Board Members Orientation essentials including; introduction to the Quinte West Public Library, staff, services, collections, programs, resources, Provincial and Municipal support and Public Libraries Act.

Statistical Report

S. Humphreys reviewed the 2022 Statistics as well as a look back on the month of January from 2019-2022.

Motion: to accept the statistical report for 2022 and January 2023.
(Moved by L.Reid, Seconded by M.Piercy) carried.

Chief Executive Officer's Report

S.Humphreys shared that Children's Librarian V.Pritchard plans to take Maternity Parental Leave beginning March 25, 2023. Plans are to have a Temporary replacement starting in April.

The Renovation project is moving forward with an optimistic completion date of the end of June. RFPs are in process with the City re: flooring/painting, furniture is being sourced.

Motion: to accept the CEO Report.
(Moved by S.Freeman, Seconded by E.Payne) carried.

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Departmental Reports

S.Humphreys spoke to the written reports from Adult Services and Children's & Teen departments, reviewing programs and events from the last quarter of 2022, including Public Libraries week.

Motion: to accept the Departmental Reports.
(Moved by L.Reid, Seconded by E.Payne) carried.

DECISION ITEMS/NEW BUSINESS

Election of 3 members to the Hastinet Board

Hastinet is a cooperative venture between Quinte West Public Library and Belleville Public Library and is governed by a board composed of 3 members of each library board. This board makes recommendations to the individual library boards for consideration.

D.Couture was nominated and accepted the nomination.
(Moved by S.Freeman, Seconded by S.MacDougall) carried
D.Couture accepted the position of Hastinet board member

E.Payne was nominated and accepted the nomination.
(Moved by L.Reid, Seconded by B.Yakachuk) carried
E.Payne accepted the position of Hastinet board member

M.Piercy was nominated and accepted the nomination.
(Moved by S.Freeman , Seconded by L.Reid) carried
M.Piercy accepted the position of Hastinet board member

Election of 1 Ontario Library Service (OLS) Trustee

Trustee Councils meet twice a year in eight locations. Each public library board is requested to appoint a representative to its area Council.

D.Couture was nominated and accepted the nomination.
(Moved by: S.Freeman, Seconded by S.MacDougall) carried
D.Couture accepted the position of OLS Trustee

Election of 3 Signing Officers of the Library Board

As per Board By-Law #16, the Board shall appoint at least three signing officers of the Board.

All three previous signing officers of the Board being: D.Couture, L.Reid and B.Yakachuk agreed to accept and remain signing officers of the Library Board for this new term.

(Moved by: S.Freeman, Seconded by S.MacDougall) carried

Annual review of legislated policies

1. Health & Safety Policy
2. Accessible Employment Policy
3. Accessible Customer Service Policy
4. Workplace Violence Policy
5. Workplace Harassment & Sexual Harassment Policy

Motion: that the Quinte West Public Library Board adopt the five 2023 legislated policies, as circulated.

(Moved by E.Payne, Seconded by L.Reid) carried.

Hastinet 2023 Budget

Motion: that the Quinte West Public Library Board approves the 2023 Hastinet Budget, as presented.

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

Quinte West Public Library 2023 Budget

S.Humphreys presented the draft 2023 Library Operating Budget, had discussions regarding reducing from 3% increase to 1%.

Motion: that the Quinte West Public Library Board reduce the presented 2023 budget to a 2.5% increase only.

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

Motion: that the Quinte West Public Library Board approves the 2023 Library Operating Budget, as presented.

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

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Dates of 2023 Library Board meetings

As per Board By-Laws, the Quinte West Public Library Board shall hold ten regular meetings per year. As discussed, meetings will be hybrid, in person in the City Hall Caucus Room as well as virtual via Google Meet, at 2pm on the fourth Tuesday of the month as follows:

1. February 16
2. March 21 (moved to 3rd Tuesday)
3. April 25
4. May 23
5. June 27
6. July 25
7. September 26
8. October 24
9. November 28
10. December 12 (moved due to holidays)

A special meeting will be called and held next week to form a CEO hiring Committee.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT
There was none

DATE OF NEXT MEETING: Tuesday, March 21, 2023 at 2pm (Hybrid)

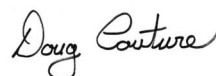
IN CAMERA SESSION
There was none

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 11:03 a.m. (Moved by L.Reid , Seconded by S.Freeman) carried.



CEO/Secretary/Treasurer



Chairperson