

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
Regular Meeting - January 23, 2024 - 2 p.m.
(Hybrid) Caucus Room & Google Meet

Present in-person:

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

Present virtually:

Councillor S.Freeman
B.Yakachuk

Staff in-person:

J.Thomas (CEO/Secretary/Treasurer)
Y.Wolters (Recording Secretary)

Absent with Notice:

Councillor L.Reid

CALL TO ORDER

D.Couture called the meeting to order at 2:12 p.m.

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

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as circulated.
(Moved by S.Freeman, Seconded by M.Piercy) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of December 12, 2023, as circulated.
(Moved by S.MacDougall, Seconded by E.Payne) carried.

MINUTES OF THE PRECEDING MEETING (con't)

Motion: to accept the In Camera minutes of December 12, 2023, as circulated.

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

BUSINESS ARISING FROM THE MINUTES

There was none.

STAFF REPORTS

Statistical Report

Motion: to accept the Statistical report for 2023, as circulated.

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

Financial Report

J.Thomas gave a verbal report as 2023 year end financial reports are not available yet. The expectation is that the library came in under budget for the Renovation and 2024 funding will be used towards additional staffing needs. The 2023 financials, as well as the updated 2024 Budget, will be available and reviewed at the February meeting.

Motion: to accept the verbal financial report for 2023.

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

Department Reports

J.Thomas spoke to the submitted report, had discussions re: social media and other options for advertising for library programs and events.

Motion: to accept the Department reports for December 2023, as circulated.

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

Chief Executive Officer's Report

J.Thomas updated the Board including; Issues with the Library APP are not exclusive to us but all of the consortium members; Renovation is complete with just minor issues that continue re: magnetic board; program guide has switched up from monthly to 4 month blocks; upcoming OLA Conference.

Motion: to accept the CEO's report, as presented.

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

DECISION ITEMS/NEW BUSINESS

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 2024 legislated policies, as circulated.

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

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

There was none.

DATE OF NEXT MEETING: Tuesday, February 27, 2024 at 2pm (Hybrid)

IN CAMERA SESSION

There was none.

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 2:39 p.m. (Moved by S.MacDougall, Seconded by S.Freeman) carried.



CEO/Secretary/Treasurer



Chairperson