

# WELLAND PUBLIC LIBRARY BOARD

## MINUTES

Minutes of the fourth regular meeting held on Monday, April 18, 2016 at the Welland Public Library.

PRESENT: Melanie Gross-Kerho (*Chair*), Lindsay Bryan, Shirley Cordiner, Anthony Dockrill (7:04 pm), Fred Sullivan, Glen Johnston, Evelyn Comely, Councillor John Chiocchio  
REGRETS: Marc Skelton

Staff: Qingyi Su (*CEO*), Julianne Brunet, Jane Kemp, Michelle Demers

The Chair called the meeting to order at 7:00 pm.

1. Approval of the Agenda

Moved by Lindsay Bryan  
Seconded by Shirley Cordiner

16:041            **That the agenda be approved as circulated.**    Carried

2. Disclosures of Pecuniary Interest

There were no disclosures of pecuniary interest.

3. Chair's Remarks

The Chair circulated an article from *The Globe and Mail* on how to design beautiful and useful storage for your home book collection. Statistics have been released recently that show that the purchase of books in traditional format is increasing, in spite of predictions that eBooks will replace books printed on paper.

4. Consent Agenda

4.1. Approval of Board Minutes of March 21, 2016

4.2. Correspondence

4.2.1. City of Welland re: No Trespass Order

4.3. Financial Report

4.3.1. Monthly Financial Report

4.3.2. Monthly Financial Report

4.4. Chief Executive Officer's Report

4.4.1. CEO's Monthly Report

4.4.2. 2016 March Report on Library Activities

4.4.3. Staffing Update

4.5. JHSC Workplace Inspection Form

Moved by Glen Johnston  
Seconded by Shirley Cordiner

16:042            **That the items in the Consent Agenda be approved as circulated, with the removal of item 4.2.1 (City of Welland re: No Trespass Order) to the regular agenda**    Carried

5. Business Arising

5.1. City of Welland: re No Trespass Order (4.2.1)

Councillor John Chiochio asked for details on this correspondence from the City. The CEO circulated a copy of the letter and photograph of the individual who has been banned from Civic Square. The CEO explained that as the Library shares the building with the City, anyone who is banned from City Square is also banned from the Library and the Branch until the No Trespass order is lifted. This procedure follows current policy.

6. Committee Reports

6.1. Event Planning Committee

In Mark Skelton's absence, the CEO reviewed the Event Planning minutes from April 6, 2016. The poster and bookmark advertising the Trunk Sale was circulated, and Board Members were asked to post copies of the poster with their contacts in the community. It was agreed that thank you letters to donors and supporters will be prepared ahead of time, ready to be sent out in a timely fashion once the event is over.

Moved by Tony Dockrill  
Seconded by Evelyn Cordiner

16:043            **That the Event Planning Committee Report be received**            Carried

7. Staff Reports

7.1. March Break Report

The CEO reviewed the March Break report. Numbers of attendees has quadrupled from last year. Now the challenge is to drive more of that increased traffic into the Library to increase awareness in the community of what the Library has to offer. A number of strategies were discussed which can be implemented in the future.

Moved by Tony Dockrill  
Seconded by Lindsay Bryan

16:044            **That the March Break Report be received**            Carried

7.2. JHSC Report

The CEO noted that there is now a Joint Health and Safety Committee that includes personnel from both the library and Diamond Trail School inspecting the Diamond Trail Branch every month. Issues arising from the inspection will be categorized into three classifications.

Moved by Glen Johnston  
Seconded by Fred Sullivan

16:045            **That the JHSC Report be received**            Carried

7.3. Page Wage Increase Report

As a result of recent provincial legislation, the hourly remuneration to pages will be increased on October 1<sup>st</sup>,2016

Moved by Lindsay Bryan  
Seconded by Evelyn Comely

16:046      **That the Page Wage Increase Report be received**      Carried

8. Policies

8.1. Recommended Revisions to Current Policies

8.1.1. Hours of Work Policy (AD 2 - 2.2)

Moved by Shirley Cordiner  
Seconded by Tony Dockrill

16:047      **That the recommended Hours of Work Policy (AD 2-2.2) be approved**      Carried

8.1.2. Sick Leave Policy (AD 2-2.9)

Moved by Glen Johnston  
Seconded by Tony Dockrill

16:048      **That the recommended Sick Leave Policy (AD 2-2.9) be approved**      Carried

8.1.3. Employee Recognition Policy (BD 2-2.2)

Moved by Lindsay Bryan  
Seconded by Tony Dockrill

16:049      **That the recommended Employee Recognition Policy (BD 2-2.2) be approved**      Carried

8.2. New Policies

8.2.1. Signage Policy (AD 6-6.5)

Moved by John Chiochio  
Seconded by Evelyn Comely

16:050      **That the new Signage Policy (AD 6-6.5) be approved**      Carried

8.2.2. Public Displays and Bulletin Board Use (AD 6-6.6)

Moved by Lindsay Bryan  
Seconded by Glen Johnston

16:051      **That the new Public Displays & Bulletin Board Use Policy (AD 6-6.6) be approved**      Carried

9. General Business Information/Questions

The CEO reminded the Board that the Volunteer Recognition Ceremony will be held at 6:15 pm before the Board Meeting on June 20, 2016.

Glen Johnston announced that the next SOLS meeting will be held in Georgetown on Saturday, April 23, 2016. All are welcome to attend.

10. Member Announcements

There were no member announcements

11. Dates to Remember

The next regular meeting of the Library Board will be held on May 16, 2016.

12. Adjournment

The meeting was adjourned at 8:01 pm on a motion by Fred Sullivan.

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Chairperson

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Secretary