

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the third regular meeting held on Monday, March 21, 2016 at the Welland Public Library.

PRESENT: Melanie Gross-Kerho (*Chair*), Marc Skelton, Lindsay Bryan, Shirley Cordiner, Anthony Dockrill (7:50)

REGRETS: Fred Sullivan, Glen Johnston, Evelyn Comely, Councillor John Chiocchio

Staff: Qingyi Su (*CEO*), Julianne Brunet, Barbara Murphy

The Chair called the meeting to order at 7:10 pm. Quorum was present at 7:50 pm.

1. Approval of the Agenda

Moved by Shirley Cordiner
Seconded by Lindsay Bryan

16:032 **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 noted that March Break was very busy at the library. Children's programs were extremely successful and well attended, with good media coverage that showcased what the library has to offer.

4. Consent Agenda

- 4.1. Approval of Board Minutes of February 22, 2016
- 4.2. Financial Report
- 4.3. Payment of Invoices
- 4.4. Monthly Financial Report

5. Chief Executive Officer's Report

- 5.1. CEO's Monthly Report
- 5.2. 2016 February Report on Library Activities
- 5.3. Staffing Update

6. JHSC Workplace Inspection Form

Moved by Tony Dockrill
Seconded by Marc Skelton

16:033 **That the items in the Consent Agenda be approved as circulated.** Carried

7. Business Arising

There was no business arising to report.

7. Committee Reports

8.1. Event Planning Committee

Marc Skelton reviewed the Event Planning Committee minutes of February 29, 2016 and March 15, 2016. The committee is working on details and logistics for the three main events for this year.

Moved by Lindsay Bryan
Seconded by Tony Dockrill

16:034 **That the Event Planning Committee Report be received** Carried

9. Staff Reports

9.1. Strategic Planning Meeting Report

The CEO reviewed meeting notes from two preliminary Strategic Planning meetings. The steering committee has established goals and timelines. The contract will be signed at the next meeting. In order to keep the Board abreast of developments, the CEO will email meeting notes after each meeting, rather than waiting until the next Board meeting to share information.

Moved by Shirley Cordiner
Seconded by Marc Skelton

16:035 **That the Strategic Planning Meeting Report be received** Carried

9.2. City CAO Meeting Report

The CEO presented details of his meeting on March 8, 2016 with the City CAO. Improved communication and collaboration between the library and the City are the focus of these meetings.

Moved by Anthony Dockrill
Seconded by Marc Skelton

16:036 **That the City CAO Meeting Report be received** Carried

9.3. Accounting Services Report

Moved by Marc Skelton
Seconded by Anthony Dockrill

16:037 **That the Accounting Services Report be received** Carried

9.4. Server Failure Report

Moved by Lindsay Bryan
Seconded by Marc Skelton

16:038 **That the Server Failure Report be received** Carried

9.5. Closed Meeting Procedure Report

In future, in accordance with the Municipal Act, the agenda and time of closed meetings will be posted publicly prior to the meeting. A Board member will take notes that will be kept by the CEO for future reference. The Board agreed that timing of closed meetings will be determined on a case-by-case basis.

Moved by Lindsay Bryan
Seconded by Shirley Cordiner

16:039 **That the Closed Meeting Procedure Report be received** Carried

10. Policies

10.1. Recommended Revisions to Current Policies

10.1.1. Volunteers (AD – 5 - 5.1)

Moved by Anthony Dockrill
Seconded by Marc Skelton

16:040 **That the recommended Volunteers Policy (AD-5-5.1) be approved** Carried

11. General Business Information/Questions

There was general discussion on the use of filters on library computers which are for public use.

12. Member Announcements

There were no member announcements

13. Dates to Remember

The next regular meeting of the Library Board will be held on April 18, 2016.

14. Adjournment

The meeting was adjourned at 8:27 pm on a motion by Lindsay Bryan.

.....
Chairperson

.....
Secretary