

NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
March 28, 2018
Victoria Avenue Library Board Room

PRESENT: B. Ness (Chair), J. Anstruther, K. Dockstader, F. Franze, K. Letourneau, J. Stamp
REGRETS: A. Andres-Jones (Vice-Chair)
ABSENT: C. Ioannoni (Councillor)
STAFF: A. Subnaik Kilgour, K. Goodman

1) **CALL TO ORDER:**

Meeting called to order at 4:50 pm

2) **AMENDMENT TO THE AGENDA:** move Finance Committee and New Business to before Correspondence

APPROVAL OF AGENDA

MOTION: 2018-12 To approve the agenda of March 28, 2018 as amended

MOVED BY: K. Letourneau

SECONDED BY: K. Dockstader

MOTION CARRIED

DISCLOSURE OF CONFLICT OF INTEREST

None

3) **APPROVAL OF MINUTES**

MOTION: 2018-13 To accept the minutes of the regular meeting of February 21, 2018

MOVED BY: K. Letourneau

SECONDED BY: K. Dockstader

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

None

4) **FINANCE COMMITTEE**

a) The Library cheque registers were read into the minutes

February 1-28, 2018 (for the 2017 year) \$6,774.77

February 1-28, 2018 (for the 2018 year) \$117,425.79

MOTION: 2018-14 To accept the cheque registers of February 1-28, 2018 (for 2017) & February 1-28, 2018 (for 2018)
MOVED BY: F. Franze
SECONDED BY: K. Letourneau
MOTION CARRIED

b) Operating Budget – actuals as at February 28, 2018

MOTION: 2018-15 To accept the financial report of February 28, 2018
MOVED BY: F. Franze
SECONDED BY: K. Letourneau
MOTION CARRIED

5) **NEW BUSINESS**

1. Bereavement Leave Policy

MOTION: 2018-16 That the Bereavement Policy be approved as revised on March 28, 2018
MOVED BY: F. Franze
SECONDED BY: K. Dockstader
MOTION CARRIED

2. Vacation Policy

MOTION: 2018-17 That the Vacation Policy be approved as revised on March 28, 2018
MOVED BY: F. Franze
SECONDED BY: K. Dockstader
MOTION CARRIED

3. Jury Duty Crown Witness Duty Policy

MOTION: 2018-18 That the Jury Duty Crown Witness Duty Policy be approved as revised on March 28, 2018
MOVED BY: F. Franze
SECONDED BY: K. Dockstader
MOTION CARRIED

4. Holiday Policy

MOTION: 2018-19 That the Holiday Policy be approved as revised on March 28, 2018
MOVED BY: F. Franze
SECONDED BY: K. Dockstader
MOTION CARRIED

5. Voting Leave Policy

MOTION: 2018-20 That the Voting Leave Policy be approved as revised on March 28, 2018
MOVED BY: F. Franze
SECONDED BY: K. Dockstader
MOTION CARRIED

6. Time off for Personal Appointments Policy

MOTION: 2018-21 That the Time off for Personal Appointments Policy be approved as revised on March 28, 2018

MOVED BY: F. Franze

SECONDED BY: K. Dockstader

MOTION CARRIED

6) **CORRESPONDENCE**

Pre Audit Letter, Crawford Smith & Swallow LLP

Independence Letter, Crawford Smith & Swallow LLP

Signed Engagement Letter, Crawford Smith & Swallow LLP

Thank you – S. Durdan

Article: Family Day activities in Niagara Falls Niagara Falls Review

Article: Weekly Column for Thurs Mar 8, 2018 Niagara Falls Review

A discussion ensued regarding a recent Library complaint.

7) **CEO REPORT:**

A. Subnaik Kilgour

- Meeting Wayne Gates, MPP – Niagara Falls Riding went well, he had a great understanding of our Library along with the challenges we face
- The first Indigenous Concert was held in partnership with Niagara Concerts was well received
- New Library Hours Press Release is being distributed through our networks. New staff schedules are in the process of being prepared.
- Welland Public Library will be speaking with their Board in April regarding entering into an agreement for reciprocal borrowing.
- A. Subnaik Kilgour will also approach Fort Erie Public Library and Pelham Public Library regarding the potential for reciprocal borrowing.
- Ribbon cutting for the new Teen Space will take place on April 4th, 2018 at 4:00 pm.
- Attending the PLA Conference was a great experience. A. Subnaik Kilgour thanked the NFPL Board for the opportunity to attend.

8) **OTHER BUSINESS:**

A. Subnaik Kilgour is unable to attend the May Board Meeting as scheduled on May 16, 2018. Moving the meeting date is to be discussed at the April 18, 2018 meeting to find an alternate date.

9) **ADJOURNMENT:**

Meeting adjourned at 6:22 pm

NEXT MEETING

4:45PM

at Victoria Avenue Library

April 18, 2018

May 16, 2018

June 20, 2018