

**NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
November 16, 2016
Victoria Avenue Library Board Room**

PRESENT: B. Ness (Chair), B. Peters (Vice-Chair), J. Anstruther, F. Franze, E. Sheridan

REGRETS: A. Andres-Jones, K. Letourneau, J. Stamp

ABSENT: C. Ioannoni (Councillor)

STAFF: A. Subnaik Kilgour, K. Goodman

GUESTS: Todd Harrison **Director of Finance, City of Niagara Falls**
Tiffany Clark **Manager of Accounting, City of Niagara Falls**

1) CALL TO ORDER:

Meeting called to order at 4:47 p.m.

2) Discussion with members of Finance from the City of Niagara Falls.

Highlights included:

- Discussion about the debenture process for the HVAC capital project, including timelines and interest payments
- Stamford relocation cost estimate of \$800,000 to be kept on Tab 10 as previously submitted
- Stamford relocation project to be presented to City Council in Spring of 2017

3) APPROVAL OF AGENDA

MOTION: 2016-13 That the Library Board approve the agenda of Nov 16, 2016

MOVED BY: F. Franze

SECONDED BY: E. Sheridan

MOTION CARRIED

DISCLOSURE OF INTEREST

None

4) APPROVAL OF MINUTES

MOTION: 2016-14 That the minutes of the regular meeting of Oct 19, 2016 be approved

MOVED BY: J. Anstruther
SECONDED BY: B. Peters
MOTION CARRIED

5) BUSINESS ARISING:

None

6) CORRESPONDENCE

Letter of Support – Transfer of Chippawa Library Lot
Thank you - Women’s Entrepreneur Class, Welland Multicultural Centre
Thank you - A.N. Myer Secondary School, Book Prize
Thank you - Patron – Interlibrary Loan Service
Article: Blue Ocean Strategy & Public Libraries
Ontario Library Association – Broadband Cuts

The Niagara Falls Public Library will also send a letter regarding the broadband cuts – A copy of the correspondence will be sent to Mayor Jim Diodati and MPP Wayne Gates

7) FINANCE COMMITTEE:

a) The Library cheque registers were read into the minutes

October 13-31, 2016 \$66,974.33

November 1-10, 2016 \$46,560.19

MOTION: 2016-15 To accept the read in cheque registers

MOVED BY: J. Anstruther

SECONDED BY: B. Peters

MOTION CARRIED

b) Operating Budget - actuals as at October 31, 2016

MOTION: 2016-16 To accept the financial report of October 31, 2016

MOVED BY: E. Sheridan

SECONDED BY: B. Peters

MOTION CARRIED

8) CEO Report:

A. Subnaik Kilgour

- The Ontario Libraries Capacity Fund – Information Technology and Service Capacity (OLCF-ITS) was filed. The Library will receive \$10,278, eligible expenses must be claimed between December 1st 2016 and April 28th 2017.

- The Library received the Innovation, Science and Economic Development Youth Internship Program (YIP) funding for the Career Focus stream for the 2016-2017 period.
- The Ontario Library Association Super Conference is now open for registration.
- Reciprocal Borrowing Agreement with the Niagara-on-the-Lake Public Library will commence on December 1, 2016, running until June 30, 2017.

The Reciprocal Service Agreement between Niagara Falls Public Library and Niagara on the Lake Public Library was signed by Barbara Ness (Board Chair) and Alicia Subnaik Kilgour (CEO/Chief Librarian)

9) NEW BUSINESS:

- 1) Workplace Harassment Prevention Policy has been updated to reflect the new legislation of Bill 132

MOTION: 2016-17 To accept the revised Workplace Harassment Prevention Policy
MOVED BY: B. Peters
SECONDED BY: J. Anstruther
MOTION CARRIED

- 2) Forecast Operating Budget for 2017 was brought forward for approval

MOTION: 2016-18 The Board accepts the proposed Forecast Operating Budget for 2017 in the amount of \$4,540,031.04
MOVED BY: J. Anstruther
SECONDED BY: B. Peters
MOTION CARRIED

10) OTHER BUSINESS:

11) ADJOURNMENT:

Meeting adjourned at 7:01 p.m.

NEXT MEETING
 4:45pm
 at Victoria Avenue Library

December 21st , 2016