

NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
Wednesday, September 21, 2016
Victoria Avenue Library Board Room

PRESENT: B. Ness (Chair), B. Peters (Vice-Chair), A. Andres-Jones, J. Anstruther, F.Franze, K. Letourneau, J. Stamp

REGRETS: C. Ioannoni (Councillor), E. Sheridan

STAFF: A.Subnaik Kilgour, K.Goodman, C.Dunn

GUEST: Christine Morrow - **Crawford, Smith and Swallow Chartered Accountants LLP**

1) CALL TO ORDER:

Meeting called to order at 4:45pm

2) APPROVAL OF AGENDA

MOTION: 2016-01 That the Library Board approve the agenda

MOVED BY: J. Anstruther

SECONDED BY: A. Andres-Jones

MOTION CARRIED

Disclosure of Interest

3) APPROVAL OF MINUTES

MOTION: 2016-02 That the minutes of the regular meeting of June 15, 2015 be approved

MOVED BY: J. Anstruther

SECONDED BY: A. Andres-Jones

MOTION CARRIED

4) BUSINESS ARISING:

None

5) 2015 AUDITOR'S REPORT

MOTION: 2016-03 To address immediately agenda item 6-2 Auditor's Report

MOVED BY: J. Anstruther

SECONDED BY: F. Franze

MOTION CARRIED

2015 year end auditor's report and financial statements presented by Christie Morrow - Crawford, Smith and Swallow Chartered Accountants LLP

MOTION: 2016-04 To approve 2015 Auditor's Report
The board approves the 2015 Auditor's Report, which includes all assets, liabilities, revenue and expenditures as presented by the Auditor's from Crawford, Smith and Swallow Chartered Accountants LLP

MOVED BY: B.Peters
SECONDED BY: K.Letourneau
MOTION CARRIED

Audit reports signed by A. Subnaik Kilgour, B. Ness, B. Peters, J. Anstruther and given to auditor for filing.

6) CORRESPONDENCE:

Thank you from Westlane Secondary School
Thank you from Literacy Award recipient S. Strang
Thank you from Literacy Award recipient J. Meehan
Thank you from Saint Paul Catholic High School
Thank you from R. Smith, retired Executive Assistant
Thank you from M. Seymour, retired CEO

7) FINANCE COMMITTEE:

a) The Library cheque registers were read into the minutes

June 15 – 22, 2016	\$93,228.10
June 29 - July 20, 2016	\$63,102.74
July 28 - Aug 17, 2016	\$731,330.08
Aug 24, 2016	\$188,370.65
Aug 31- Sep 14, 2016	\$52,749.25

MOTION: 2016-05 To accept the read in cheque registers
MOVED BY: K. Letourneau
SECONDED BY: J. Stamp
MOTION CARRIED

b) Operating Budget - actuals August 31, 2016

8) CEO Report:

M. Seymour – Wrap up, July 2016 – Written Report
- Update on July 2016 shutdown progress
- Ideas for Canada 150

A. Subnaik Kilgour – Oral report

- New hires announced – K.Goodman, Executive Assistant and D.Graham, Human Resources Coordinator
- Oct 1, 2016 minimum wage increase will come into effect
- Update on HVAC progress
- Defibrillator to be installed
- Update on vulnerable person police checks by staff
- Update on new customer service desk
- Book vending machine official launch on October 17, 2016 at Gale Centre
- Ontario Public Library Week is October 16-22, 2016
- New logo proposed for “Tree of Knowledge”

9) NEW BUSINESS:

1) New board member Kevin Letourneau welcomed

2) Stamford Centre Library lease, Staff Report – Chris Dunn/A. Subnaik Kilgour

Recommendations:

- a) That the Board defer approval of the lease offer at this time.
- b) That the Board direct staff to prepare comprehensive reports addressing the actual current and projected needs for Customer Service, Resources, and Programming for the Stamford Centre Library customers.
- c) That the Board direct staff to include in the 2017 Budget Estimates, funds to carry out a comprehensive analysis of the existing and proposed spaces, by qualified Architectural and Engineering consultants; and to provide options and reliable estimates for capital and operating funding requirements, for both current and offered spaces.

MOTION: 2016-06 That the three recommendations from the Stamford Centre Library lease report be adopted and followed in chronological order as written

MOVED BY: B. Peters

SECONDED BY: J. Anstruther

MOTION CARRIED

3) Memorandum of Understanding proposed. CEO to prepare and bring to Library Board for review

4) Communication improvements between Library Board members discussed

10) **OTHER BUSINESS:**

11) **ADJOURNMENT:**

Meeting adjourned at 6:37 pm by B.Ness

NEXT MEETING

4:45pm

at Victoria Avenue Library

October 19th, 2016

November 16th, 2016

December 21st, 2016