

**NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
April 19, 2017
Victoria Avenue Library - Sir Harry Oakes Room**

PRESENT: B. Ness (Chair), C. Ioannoni (Councillor), A. Andres-Jones, J. Anstruther, F. Franze, E. Sheridan, J. Stamp

REGRETS: B. Peters (Vice-Chair), K. Letourneau

STAFF: A. Subnaik Kilgour, K. Goodman

1) CALL TO ORDER:

Meeting called to order at 4:52 p.m.

2) APPROVAL OF AGENDA

MOTION: 2017-22 To approve the revised agenda of April 19, 2017

MOVED BY: J. Anstruther

SECONDED BY: J. Stamp

MOTION CARRIED

DISCLOSURE OF INTEREST

None

3) STAMFORD ASSESSMENT REPORT

MOTION: 2017-23 To have a general contractor provide an estimate for renovation of up to 6000 sq. ft. for proposed spaces. Subject to the landlord agreeing to leasehold improvements

MOVED BY: C. Ioannoni

SECONDED BY: E. Sheridan

MOTION CARRIED

4) APPROVAL OF MINUTES

MOTION: 2017-24 To accept the minutes of the regular meeting of Mar 15, 2017

MOVED BY: J. Anstruther

SECONDED BY: A. Andres-Jones

MOTION CARRIED

5) BUSINESS ARISING:

None

6) CORRESPONDENCE

- Request – Saint Michael Catholic High School
- Request – Stamford Collegiate
- Invite – A.N. Myer Secondary School
- Information item - AMPLO
- Articles – Self Service Model

7) FINANCE COMMITTEE:

a) The Library cheque registers were read into the minutes

March 11 - 31, 2017	\$157,041.11
April 1 – 13, 2017	\$38,854.45

MOTION: 2017-25 To accept the cheque registers of Mar 11-31 & Apr 1-13, 2017

MOVED BY: F. Franze

SECONDED BY: A. Andres-Jones

MOTION CARRIED

b) Operating Budget - actuals as at March 31, 2017

MOTION: 2017-26 To accept the financial report of March 31, 2017

MOVED BY: J. Anstruther

SECONDED BY: A. Andres-Jones

MOTION CARRIED

8) CEO REPORT:

A. Subnaik Kilgour

- Branding workshop, facilitated by Jamie Hardie is booked for May 31, 2017. Reference checks for Jamie Hardie had very favourable results
- An IRC Librarian has been hired – Laura Chadwick will start April 19, 2017
- Crawford, Smith and Swallow have begun the Library's 2016 Audit
- Customer Service and De-escalation training offered through SOLS will be held at the Victoria Branch. We have offered our space for free, in exchange for one complimentary registration
- Benefits from joining the Niagara Regional Cooperative (resource sharing among Niagara Region libraries) are being explored, a report will be forthcoming to the Board

9) NEW BUSINESS:

1) Travel Expense Policy

MOTION: 2017-27 That the Travel Expense Policy be approved as amended and the City of Niagara Falls', Travel & Expense Claim guidelines be added to the policy as an addendum

MOVED BY: A. Andres-Jones

SECONDED BY: F. Franze

MOTION CARRIED

2) Occupational Health & Safety Policy HS 01

MOTION: 2017-28 That the Occupational Health & Safety Policy be approved as revised

MOVED BY: J. Anstruther

SECONDED BY: F. Franze

MOTION CARRIED

10) OTHER BUSINESS:

Trustee Council Meeting will be held in Mississauga on April 29, 2017

11) ADJOURNMENT:

Meeting adjourned at 6:45 p.m.

NEXT MEETING
4:45pm
at Victoria Avenue Library

May 17, 2017
June 21, 2017
September 20, 2017
October 18, 2017
November 15, 2017
December 20, 2017