

**NIAGARA FALLS PUBLIC LIBRARY BOARD**  
**MINUTES OF THE REGULAR MEETING**  
February 21, 2018  
Victoria Avenue Library Board Room

**PRESENT:** B. Ness (Chair), A. Andres-Jones (Vice-Chair), J. Anstruther, K. Dockstader,  
K. Letourneau

**REGRETS:** C. Ioannoni (Councillor), F. Franze, J. Stamp

**ABSENT:** E. Sheridan

**STAFF:** A. Subnaik Kilgour, K. Goodman

1) **CALL TO ORDER:**

Meeting called to order at 4:51 pm

- 2) **AMENDMENT TO THE AGENDA:** move Finance Committee, New Business and partial CEO Report to after Approval of Minutes

**APPROVAL OF AGENDA**

**MOTION: 2018-06** To approve the agenda of February 21, 2018 as amended

**MOVED BY:** A. Andres-Jones

**SECONDED BY:** J. Anstruther

**MOTION CARRIED**

**DISCLOSURE OF CONFLICT OF INTEREST**

None

3) **APPROVAL OF MINUTES**

**MOTION: 2018-07** To accept the minutes of the regular meeting of January 17, 2018

**MOVED BY:** K. Dockstader

**SECONDED BY:** K. Letourneau

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

None

4) **FINANCE COMMITTEE**

- a) The Library cheque registers were read into the minutes

January 1-31, 2018 (for the 2017 year)      \$132,384.51

January 1-31, 2018 (for the 2018 year)      \$74,153.90

**NOTED:** Cheque # 412186 for \$17,091.25 made out to MARIANNE LOVE CONSULTING SERVICES INC has been charged to the 2018 fiscal year in error, a correcting journal entry was prepared and sent to the City of Niagara Falls Finance department on February 15, 2018

**MOTION: 2018-08** To accept the cheque registers of January 1-31, 2018 (for 2017) & January 1-31, 2018 (for 2018)

**MOVED BY:** K. Dockstader

**SECONDED BY:** A. Andres-Jones

**MOTION CARRIED**

b) Operating Budget – actuals as at January 31, 2018

**MOTION: 2018-09** To accept the financial report of January 31, 2018

**MOVED BY:** J. Anstruther

**SECONDED BY:** A. Andres-Jones

**MOTION CARRIED**

5) **CEO REPORT:**

A. Subnaik Kilgour

- Proposed changes in Library operating hours, striving for consistency and effective deployment of staff resources

**RECOMMENDATION:** That the NFPL Board endorse the Proposal For a Change in Operating Hours, including the suggested change of schedule to begin April 30<sup>th</sup> 2018 and the implementation of the Pilot Projects throughout the year.

**MOTION: 2018-10** [To accept the recommendation] as per the CEO Report

**MOVED BY:** J. Anstruther

**SECONDED BY:** K. Letourneau

**MOTION CARRIED**

6) **OTHER BUSINESS:**

Occupational Health & Safety Policy

**MOTION: 2018-11** That the Occupational Health & Safety Policy be approved as revised on February 21, 2018

**MOVED BY:** A. Andres-Jones

**SECONDED BY:** J. Anstruther

**MOTION CARRIED**

7) **CORRESPONDENCE**

Thank you – Project Share

Thank you – Community Care

Equinox: News Highlights

Obituary – Guido “Guy” Prata

Article – *More police wanted downtown* The Standard

Article – *Mental health association urging all public venues to stock naloxone kits* The Star

**5:30 pm K. Letourneau departed, meeting continued without quorum**

**5) CEO REPORT CONTINUED:**

- New hire announcement – B. Gillap, Technology Coordinator
- Safety & security incident on February 12, 2018 was discussed, showed a need for a formal Lock Down Policy
- Approved Capital Project L33 – Self-Checks has moved through the Procurement Department at the City
- Indigenous Collection: still require shelving and an expertise audit of current collection, once in place hoping to do a launch to promote publicity
- Policy Committee to meet on March 7, 2018 from 5:00 pm – 7:00 pm

**8) ADJOURNMENT:**

Meeting adjourned at 6:22 pm

NEXT MEETING

4:45PM

at Victoria Avenue Library

March 28, 2018

April 18, 2018

May 16, 2018

June 20, 2018