

**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, 2016 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 19<sup>th</sup> , 2016

November 16<sup>th</sup> , 2016

December 21<sup>st</sup> , 2016