



TOWN OF PELHAM PUBLIC LIBRARY

LIBRARY BOARD MEETING MINUTES

OUR MISSION: The mission of the Town of Pelham Public Library is to engage, encourage and enrich our community.

MINUTES OF MARCH 28, 2018

Location: Pelham Public Library, Festival Room, Fonthill Branch

Present: Tim Wright (Chair), Lissa Murray (Vice-Chair), Councillor Gary Accursi, Beth Best (joined at 5:13), Joe Bouchard, Donald Brown, Anne Marie Cargnelli (joined at 5:16), Greg Lewis, Gwendoline MacDougall

Staff: Kirk Weaver (CEO), Amy Guilmette (Deputy CEO, minutes)

Regrets:

1. Call to Order

- T. Wright called the meeting to order at 5:04 p.m.

2. Approval of the Agenda

- Moved by J. Bouchard seconded by G. MacDougall

That the agenda for the meeting of March 28, 2018 be approved and the reports and correspondence listed on the agenda be received for discussion/action. CARRIED.

3. Conflict of Interest Declarations

- None

4. Approval of the Minutes

4.1 Minutes of the Library Board Meeting of February 28, 2018.

- J. Bouchard suggested that the minutes for section 8.1 should reflect that the motion to approve the amended by-laws was carried unanimously.
- Moved by J. Bouchard, seconded by L. Murray

That the minutes of the Library Board meeting of February 28, 2018 be approved as amended. CARRIED.

5. Library Reports

5.1 Library Management Report

- K. Weaver reported that there was a lot of positive feedback on the Library's March Break programming and the programs were full or close to full, with good attendance at both locations.
- The Heart of Niagara Fall author series is in the planning process. This is a partnership with Fort Erie Public Library where the authors brought in for presentations are paid through a grant from the Canada Council for the Arts.



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- Hoopla has successfully launched and the report on usage shows that the service has been popular in the first month. This service is billed as pay per use and the cost varies per item.
- The library employee that has been off on a six month leave is returning to work with limited work hours that will eventually increase back to the original amount. K. Weaver informed the Board that he will be asking the current contract worker covering the leave to stay on in a "relief" position when the contract ends.
- K. Weaver reported that Maple Acre was in need of an increase in Internet connectivity and a recent expansion of bandwidth through Cogeco has been completed that will hopefully fix this issue.
- Moved by G. Lewis, seconded by G. MacDougall

That the March 2018 Library Management Report be accepted. CARRIED.

5.2 Policy and Planning Committee Report of March 27, 2018 (reported by G. MacDougall)

- T. Wright reported that the committee met the previous evening and G. MacDougall was selected as the Chair for the current year.
 - G. MacDougall reported that the committee undertook reviewing the items that were pulled from the previous Library Board By-Laws and that there will be a few new policies to submit for approval after the next committee meeting.
 - Moved by G. MacDougall, seconded by D. Brown
- That the report of the Policy and Planning Committee be received. CARRIED.**

6. Finances

6.1 February 28, 2018, 2018 Consolidated Financial Report

6.2 January 2018 Charitable Account Summary

- K. Weaver reported the Town of Pelham is in the process of updating the D.C. By-Law and that a good portion of the library basement renovation should be covered with funds collected from development charges.
- A large portion of our Collection Budget is currently funded by development charges and that will need to change in order to be sustainable after the growth ends.
- Finance Committee should be given the final numbers for the reserve balance in time for their next meeting.
- Moved by J. Bouchard, seconded by D. Brown

That the February 28, 2018 Consolidated Financial Report and the February 2018 Charitable Account Summary be received. CARRIED.

7. Reports

7.1 Councillor's Report (reported by G. Accursi)

- Nothing to report.

7.2 Maple Acre Friends' (reported by B. Best)

- Nothing to report.



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7.3 Town of Pelham Seniors Advisory Committee (reported by G. MacDougall)

- Attended a presentation by the developers of the seniors housing complex in Pelham and questions were put to the developers on how it can be ensured that current Pelham residents would be at the top of the list for acceptance in the housing. Developers couldn't answer this for sure and said the question should be sent to the Region.

7.4 Pelham Art Festival Report (reported by G. Lewis)

- Planning for this year's festival is proceeding ahead and the committee is very busy.
- As Media Day is no longer well attended by the media anymore, the committee is exploring the possibility of running a Virtual Media Day.
- The committee is requesting that the Library Board bring in donations of cheese, crackers, and fruit to the Library on Thursday, May 10, 2018.

- Moved by L. Murray, seconded by B. Best

That the Councillor's verbal report, the Maple Acre Friends' verbal report, the Pelham Seniors Advisory Committee's verbal report and the Pelham Art Festival's verbal report be received. CARRIED.

8. New and Other Business

8.1 Naxolone Kits and Libraries

- K. Weaver attended a session on opioid overdoses at the latest Niagara CEO meeting and wanted to bring this issue to the attention of the Library Board. At this time, library administration is not requesting to have the Naxolone Kits in the Pelham Library. There is no policy on this topic for the Town of Pelham and the library would like to follow the Town or Regional Strategy (when developed) on dealing with the opioid epidemic.
- Board members suggested that library connect with the local health integration network, that material be posted or available on local resources to deal with overdoses, and to check with the social worker working in the library for other information. The Board also agreed that Naxolone Kits should not be put in the library at this time.

8.2 Board Succession Planning

- A discussion ensued on how to come up with a required skill set for a library board, and a suggestion made that the Policy and Planning Committee develop a succession plan. Advertising a call out to a particular skill set was also suggested and ensuring diversity within board members was mentioned.



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9. Items for Information

9.1 New Board Orientation – Niagara Wide event

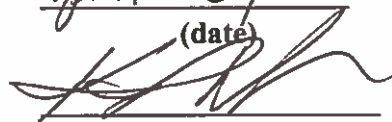
- K. Weaver requested that board members send him topics they feel would be important for new board members to learn. The discussion moved through several areas, however governing versus operating seemed to be a common theme. One board member suggested that it might be helpful early on to have scenarios developed to provide examples on governing versus operating.

10. Meeting Adjourned 6:20 p.m.

- Moved by J. Bouchard

That the Board Meeting be adjourned. CARRIED

The foregoing minutes were approved by the Town of Pelham Public Library Board on

Apr. 125/18
(date)


Kirk Weaver, Secretary



Tim Wright, Chair