

Gananoque Public Library Board Meeting Minutes
January 27, 2014
Gananoque Public Library

Present: Marian McLeod, Chair, Elizabeth Dorrington, Vice Chair, Joe Jansen, Chris McDonald, Jose Mann, Deirdre Crichton

Regrets: Roberta Abbott

1. Welcome

2. Declaration of Conflict of Interest - none

3. Adoption of agenda

Motion 2014 – 01

Moved: Joe Jansen Seconded: Chris McDonald Carried

To approve the agenda as amended.

4. Adoption of the minutes from the December 9, 2013 meeting.

Motion 2014 – 02

Moved: Elizabeth Dorrington Seconded: Jose Mann Carried

Motion: To approve the minutes of December 9, 2013.

5. Business arising from Minutes.

 a. Update on Budget Deliberations

It was reported that nothing was mentioned during budget deliberations with regard to the library.

 b. Update Library position descriptions, benefits information obtained from Bob Small, John Jefferies.

Deirdre provided an update on library positions and benefits information. The job descriptions have been reviewed by staff and the job title for Elsa's position will be changed and job class will be added. The following will also be added at the end. The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Deirdre will check into sick time coverage.

 c. Recognition Allowance payouts update.

Elsa Kamren's is to receive a recognition allowance and a tea will be set up to recognize her 20 years of service. Deirdre will get a copy of the Town of Gananoque recognition policy. The winner of the Lego contest will be announced on Saturday December 14, 2013 at 2:00 p.m.

Board Chair:

Date:

d. Vacation payout 2013 update.

Vacation payouts were added to staff cheques in December.

6. New Business

a. CEO Reports: End of Year Financial, Petty Cash report, Activities

Deirdre presented a written and verbal report.

b. Update re Library furnace and heating challenges during December and January. Discussion regarding closure of library due to heating failure.

Deirdre will draft a policy.

c. Update re issue of responsibilities for sidewalk clearance.

Deirdre informed the board that one quote came in for \$30 per time and board members provided other names for Deirdre to follow up with.

d. Seniors services: book deliveries how to increase use.

An article will be created to promote homebound service, Deirdre will draft a volunteer policy and procedure guidelines. In the future the library can check with Probus, the Rotary Club and CPH for volunteers.

e. Chair's Schedule for March and April 2014

Will be here for March and April meetings but away on holidays in between.

7. Other:

a. TD Bank signatures.

Joe Jansen will go to the bank to sign the form.

b. Library logos

Deirdre will check to see if Pam Staples can create a logo using the Town logo or send us a high resolution image to create a log.

c. Library Hours

Library hours will change effective February 1, 2014.

d. Dumpster

Deirdre will contact Rick Cooper about clearing out material from upstairs, taking old electronic equipment to the Canoe Club before February 8, 2014. She will also contact the Town of Gananoque to see when they will be using Quick Shred again and ask that library documents also be included.

Board Chair:

Date:

d. Internet

The Town is looking at combining the internet / phone system of the Visitor Centre and Library.

8. Next Meeting Date

February 24, 2014

Motion 2014 – 01

Moved: Jose Mann

Seconded: Elizabeth Dorrington

Carried

Motion: To adjourn the meeting.

Board Chair:

Date: