

Gananoque Public Library Board Meeting Minutes
5:00 p.m. November 25, 2013
Gananoque Public Library

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

1. Welcome & Introductions
2. Declaration of Conflict of Interest

No declarations.

3. Adoption of agenda

Motion: To approve agenda as amended.

Moved: Roberta Abbott Seconded: Elizabeth Dorrington Carried

4. Adoption of the minutes from the September October 28, 2013 meeting.

Motion: To approve the minutes of October 28, 2013.

Moved: Joe Jansen Seconded: Jose Mann Carried

5. Business arising from Minutes.

5.1 Status of the operation grant from Ministry of Culture, Tourism and Recreation – is going through the process and the library should be getting a cheque shortly.

5.2 Reporter Bill status – Marion McLeod is still waiting for a refund.

6. New Business

6.1 CEO Report – a verbal and written report was presented. Deirdre will look into filing the AODA status report. Deirdre will contact Sue Smith (Town Manager, Parks, Recreation and Marina) with regard to seniors funding for basic computer classes.

6.2 Financial information / projections to the end of year. Staffing costs will be over budget and balanced out by under spending on the collection.

6.3 Update re library system and recommendations. To move to Mandarin Oasis so that the library system has time to determine what it will cost to move to Sirsi Dynix, to weed the collection and update cataloguing records.

6.4 Draft Budget - Deirdre will provide an update before the next library board meeting.

6.5 Lego Contest - The contest has been promoted and as yet no entries have been submitted as yet but library staff knows that there will be some coming in.

6.6 Accessibility / Book Shelves - Deirdre met with a consultant Michael Wark who will be providing information about converting existing shelving and layout plan for the library.

6.7 Position descriptions / benefits - Deirdre presented a recommendation to the board with regard to the job descriptions and benefits and will draft job descriptions, contracts for

Board Chair

Date:

permanent part-time staff as well as new pay grid for all staff.

Motion: Policy Manual will be reviewed and updated.

Moved: Elizabeth Dorrington Seconded: Jose Mann Carried

6.8 Elsa's request re consideration for pay increase - discussed under 6.7.

6.9 Suggested tasks in library, reorganization, children's corner, culling books - Brockville Public Library has generously donated a used Early Literacy station to the library.

6.10 December meeting Date - December 9, 2013 at 5:00 p.m.

6.11 Other:

a. Multiculturalism - It was recommended that multicultural themes be incorporated into displays and purchasing of resources.

b. Art in the Library - Good to see.

c. Scary Story Contest - it was agreed that the winning stories would be framed.

Motion: To adjourn the meeting.

Moved: Joe Jansen Seconded: Jose Mann Carried