

**NORTH KAWARTHA PUBLIC LIBRARY
MINUTES
Monday June 20, 2011 9:30AM
NORTH KAWARTHA LIBRARY - BOARD ROOM
175 Burleigh Street, Apsley**

I ROLL CALL

Present: Carolyn Amyotte, Bob Burns, Evelyn Rasberry, Nina Lambe, Arnie Brown

Staff: Shannon Hunter, Susan Suhr, Debbie Hall

Call to order at 9:30 AM

II DECLARATIONS OF CONFLICT OF INTEREST

Carolyn Amyotte reminded members of their obligation to declare a conflict if necessary.

III APPROVAL OF THE AGENDA

**11.063 Moved Arnie Brown
 Seconded Bob Burn
 The agenda is approved as distributed.
 Motion carried.**

IV ADOPTION OF MINUTES

M1. Minutes of the regular meeting of the Library Board on May 16, 2011.

**11.064 Moved Bob Burns
 Seconded Evelyn Rasberry
 The minutes of the regular meeting of the Library Board on Monday May 16,
 2011 are accepted as distributed.
 Motion carried.**

V DEPUTATIONS/PRESENTATIONS

VI BUSINESS

B1. Studio Tour Group Display

- a) Proposal
- b) Liability Waiver
- c) Photo prepared by Library Staff

Shannon Hunter met with the group and they would still be willing to volunteer time and labour and don't want to interfere with Library operations.

Arnie Brown concerned that pricing will be on art and make this a salable item. Staff informed that pricing on display is not allowed. What would our cost be if we installed the display ourselves? Staff is directed to investigate the cost of installing it ourselves. Will there be geographical boundaries set for the display of artwork. It is important for the Library to maintain

control of what art is displayed. Nina Lambe suggested that each request is determined individually. Photos and other display items will have to be prepared for the display area by the artists (hooks, etc.). The Board feels that the Library should install the display and maintain control of it.

- 11.065** **Moved Arnie Brown**
Seconded Evelyn Rasberry
That staff will obtain cost for installing the display ourselves and a policy for the use of the new display area will be brought to the next meeting and further that a thank you is to be sent to the Studio Tour group for their proposal.
Motion carried.

B2. Flower Beds

a) Staff Report

Debbie Hall stated that bulbs will be planted in the fall in order for spring colour in the garden. The plan is to put perennials in the gardens.

- 11.066** **Moved Nina Lambe**
Seconded Evelyn Rasberry
The staff report is received and further that a thank you note is sent to Linda Fierheller thanking her for all of her work.
Motion carried.

B3. Canada Day

The Banner and Handouts are available in the Library. Bob Burns and Nina Lambe will carry the banner in the parade.

Two additional people will be required to hand out the information cards. Carolyn Amyotte and Arnie Brown volunteered to assist. Bob Burns will notify the Lions Club that the Library will be participating.

- 11.067** **Moved Evelyn Rasberry**
Seconded Arnie Brown
The banner and handouts will be taken care of by Bob Burns, Nina Lambe, Carolyn Amyotte and Arnie Brown.
Motion carried.

B4. Policy Amendment

- a) 4.7 Technology Services Price List (Proposed)
- b) 4.7 Technology Services Price List (Current)
- c) Staff Report - Technology Pricing

- 11.068** **Moved Arnie Brown**
Seconded Evelyn Rasberry
Policy 4.7 Technology Services Price List is amended as presented.
Motion carried.

B5. Review Policy 3.11 Overdues & Fines as amended May 2011

a) Staff Report

Shannon Hunter stated that during a recent Library Committee meeting they enquired about other libraries fine policies and procedures. According to the libraries represented at the meeting, we are the most restrictive even before the new policy. The interest in providing good customer service and bringing in customers seemed to be a much more important issue.

Keeping up with overdue fines is very important. Debbie Hall feels that the \$5 limit is very reasonable. Shannon Hunter enquired if people are told they have to get it down to \$5 or just told to pay off their fine. Debbie Hall replied that people are just told the amount of their fine that is outstanding and asked to pay it off.

Evelyn Rasberry enquired if a report with the details of fines outstanding and how many of these fines are unrecoverable could be provided.

**11.069 Moved Nina Lambe
 Seconded Evelyn Rasberry
 The policy will be left as is for now but staff is directed to bring a report back to the next meeting with a report showing the details of the outstanding fines for the last two years, for further discussion and consideration by the Board.
 Motion carried.**

**11.070 Moved Bob Burns
 Seconded Arnie Brown
 Recess for 5 minutes
 Motion carried.**

B6. Policy Amendment

- a) Policy 3.5 Membership Registration and Membership Cards
- b) Staff Report

**11.071 Moved Evelyn Rasberry
 Seconded Nina Lambe
 Policy 3.5 Membership Registration and Membership Cards is accepted as presented.
 Motion carried.**

B7. Book Sale

- a) Staff Report

Bob Burns volunteered to attend and help. Arnie Brown will attend on June 30th

**11.072 Moved Arnie Brown
 Seconded Bob Burns
 The Book Sale and Inter Library report is received.
 Motion carried.**

B8. Library Geocache

- a) Staff Report

**11.073 Moved Nina Lambe
 Seconded Bob Burns
 The Library Geocache report is received.
 Motion carried.**

VII REPORTS

R1. Library Stats May 2011

- a) Fines
- b) Circulation Stats
- c) Inter Library Loan

**11.074 Moved Bob Burns
 Seconded Nina Lambe
 The Library stats are received.
 Motion carried.**

R2. Librarian's Report

- a) Story Time

**11.075 Moved Nina Lambe
 Seconded Bob Burns
 The Librarian's report is received.
 Motion carried.**

R3. Tech Services Stats May 2011

- a) Apsley User Stats
- b) Woodview User Stats

**11.076 Moved Arnie Brown
 Seconded Evelyn Rasberry
 The User Stats are received.
 Motion carried.**

VIII FINANCIAL

- a) Statement

**11.077 Moved Evelyn Rasberry
 Seconded Bob Burns
 The financial statement dated June 15, 2011 is received.
 Motion carried.**

IX BOARD ORIENTATION

BO1. Trustee Tips

- a) Quarterly Review - Evelyn Rasberry

Overview of the Library Board roles and responsibilities. Carolyn Amyotte suggested that the orientation kit is used to determine the Board review at each meeting and that Module 1 and 2

are discussed at the next meeting. The secretary will make discs available by Friday June 24 for Board members to include the Board Orientation package and other information.

11.078 Moved Arnie Brown
Seconded Evelyn Rasberry
The Library Orientation kit will be used for Board orientation, beginning in
August with Modules 1 & 2 followed with two modules a month until
completed.
Motion carried.

X CORRESPONDENCE

XI NEW BUSINESS

XII CLOSED SESSION

N/A

XIII ADJOURNMENT

Next Meeting - Aug 15, 2011 **Woodview Branch 9:30AM**

11.079 Moved Bob Burns
The meeting is adjourned at 11:25 AM
Motion carried.

Date: _____

Chair: _____

Secretary: _____