

NIAGARA ON THE LAKE PUBLIC LIBRARY BOARD MINUTES: January 9, 1991

A meeting of the Niagara-on-the-Lake Public Library Board was held in the library on the above date. Members present at the meeting: Terry Mactaggart, Sheila Tierney, Irene Pentesco, Carol Gray, Roy Page, Gary England and the secretary. Barbara Ahluwalia and Lorraine Warner joined the meeting later.

The chairman opened the meeting by wishing everyone a happy new year. It was noted that two of the objectives for 1990 had not been completed; orientation session for the board and a meeting between board and staff. The chairman expressed the hope that both of these objectives could be completed in 1991. A discussion of these two objectives was included under new business at the end of the agenda.

Additions to the agenda were invited and will in future be called for at the beginning of each meeting. Additions to the agenda included the date of the first pay equity meeting, formation of the needs assessment committee, cost implications of the needs assessment and establishing a pay scale for library pages.

Minutes of the regular meeting held December 12, 1990 were examined for errors or omissions. It was noted by the secretary that adoption of a revised user policy in regard to overdues had been omitted from the minutes. The revised policy accepted by board members and found under User Policy on page 6, item D of the policy handbook reads as follows:

D) Overdues:

An item will be deemed overdue (and subject to fines) if it is not returned to the library prior to the close of business on the day upon which it falls due.

Once the material has been overdue for 14 days, the patron receives an overdue notice in the mail and is responsible for the postage thereon.

With the correction of this omission and several spelling errors, it was moved by Sheila Tierney, seconded by Irene Pentesco that the Minutes of the December 12, 1990 meeting be accepted.

Business Arising Out of the Minutes:

- Members of the Personnel Evaluation Committee reported that an informal evaluation of the librarian had been completed and that the committee would meet again to develop a plan of action to realize the goals and objectives for 1991. These would be discussed with the librarian at a meeting scheduled for January 18th. This plan of action with activities and timelines will be presented at the February board meeting.

The need for a policy to establish chairmanship of the committee had been recognized and will be suggested by committee members. In the meantime Terry Mactaggart is acting as chairman of the committee.

It was suggested by committee members that the library purchase a secure metal box for storage of staff evaluations. Keys to the box would only be available to the board chairman and the chief executive officer. Discussion followed this suggestion and the following motion was passed.

Moved by Sheila Tierney, seconded by Carol Gray that the library purchase a secure metal box for the purpose of storing staff evaluations and that a key to the box be provided to the chairman of the board and the chief executive officer.