

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, November 2, 2006 at 7:00 pm at the Library. Councillors Phil Bannon and Rob Hargrave were absent. Staff in attendance: Carolyn Nordheimer James and Barbara St. John.

1. Introduction of Addendum Items
 - 10.2 Letter from Staff Member
 - 10.3 E-Mail from Library Patron

2. Adoption of Agenda
Motion - #06-088
Moved by Dr. Gordon Davidson, seconded by John Relph, that:
The agenda be adopted as revised:
Carried.

3. Declarations - nil

4. Adoption of minutes of the last meeting – October 5, 2006
Motion - #06-089
Moved by Janet Reid, seconded by Colette Brown, that:
The minutes of the last meeting of October 5, 2006 be adopted as presented
Carried.

5. Delegations – nil

6. Business arising from the Minutes of the Last Meeting
 - 6.1 Acceptance of Letters Received
The Board received three letters from Ms. Margaret May at the October Library Board Meeting.
Motion - #06-090
Moved by John Relph, seconded by Roger Glazin, that:
The letters from Ms. Margaret May be accepted. Carried.

 - 6.2 Seniors Christmas Party – Board Meet & Greet - Wednesday, December 6, 2006
The C.E.O. reminded Board members that the Board’s Meet and Greet will be included with the Seniors’ Christmas Party which will be held on Wednesday, December 6 at 10:00 a.m. John Relph will provide the sound system.

 - 6.3 Strategic Plan
Deferred to 6.5 – Business Plan

 - 6.4 Procurement of Goods and Services By-Law
The Library Board had before them a memo – Purchasing Policies dated October 24, 2006 prepared by the C.E.O. The C.E.O. asked that in advance of the review of both the Town’s new purchasing by-law and the WSPL purchasing policy, certain options be considered.

1. Approval of the Town's purchasing by-law and repeal of the WSPL purchasing policy;
2. Approval of the WSPL purchasing policy as it now stands with the following revision:
Page 3 Section 3.3 would read "four year term"
(in this case, Council would remove the Library's name from the Town's by-law);
3. Approval of the WSPL purchasing policy with the following revisions:
 - a. Page 4 Sections 5.1 and 5.2
 - i. \$0 \$3,000 CEO
 - ii. \$3,001-\$30,000 CEO & Board Chair or Vice
 - iii. Over \$30,000 Library Board
 - b. Page 5 Section 5.8
Quotes will be received from suppliers for any purchases of a value greater than \$3,000 and at least three written quotes shall be received from suppliers for purchases valued at \$3,001-\$30,000. If three quotations are not available, a written explanation must accompany quotations. All purchases of a value greater than \$30,000 will be tendered. All quotations.....
 - c. Page 6 Section 5.10
Omit second paragraph.
 - d. Page 7 Section 6.01
where the value exceeds \$30,000 (thirty thousand dollars).
 - e. Page 11 Section 7.01
Paragraphs 2 and 3 should read \$30,000 (thirty thousand dollars).
 - f. Page 14 Section 8.01
 - i.where the value is between \$3,001 and \$30,000.
 - ii. Omit paragraph 3.
 - iii. Paragraphs 4 and 6, \$20,000 should read \$30,000.
 - g. Page 22 Section 13.01 (a)
Omit last sentence from Paragraph 2.
 - h. Appendix 1
 - i. Second column \$0-\$3,000
 - ii. #3 Omit second sentence.
 - iii. #6 \$500 should read \$1,000.
 - iv. Omit third column.
 - v. Page 28 Written quote \$3,001-\$30,000
 - vi. Tender Over \$30,000
 - i. Add Town's Schedule A as Appendix 6.

Motion - #06-091

Moved by Roger Glazin, seconded by Colette Brown, that:
The Library Board approve WSPL – 04 -02 with the amendments as outlined in option 3 and direct the C.E.O. to inform the Town that the Library is not to be included in the Town’s Purchasing Policy. Carried.

Motion -#06-092

Moved by Roger Glazin, seconded by Colette Brown, that;
The Board approve the WSPL purchasing By-Law with the added amendment to 5.8: ‘where applicable’ to be added in after - and at least three written quotes (invitational bids), **where applicable**
Carried.

6.5 Capital and Operating Budget – 2007 (Business Plan)

The Library Board had before them the 2007-2009 Whitchurch-Stouffville Public Library Business Plan, Additions or Recommended Changes to the 2007-2010 Whitchurch-Stouffville Public Library Capital Forecast and New Items Required to be added to the Whitchurch-Stouffville Public Library Five Year Capital Forecast for 2011 only. The C.E.O. gave a presentation giving an overview of the 2007-2009 Business Plan. A discussion ensued.

Motion - #06-093

Moved by Janet Reid, Seconded by Deborah McNeely, that:
The Library Board accept the 2007-2009 Whitchurch-Stouffville Public Library Business Plan 2007-2009 as presented. Carried.

Motion - #06-094

Moved by Janet Reid, seconded by Debbie McNeely, that:
The Library Board instruct the C.E.O. to draft a letter to the Council Selection Committee requesting that the Library C.E.O. and Library Board Chair be consulted for the selection of the Library Board Members. Carried.

Library Board Members were asked to think of skills that are missing from the current Board.

The C.E.O. gave an overview of what has been accomplished at the Library since moving to the current facility in 2001 and how services have increased since 2000.

Motion - #06-95

Moved by Deborah McNeely, seconded by Colette, that:
The Library Board accept the Additions or Recommended Changes to the Whitchurch-Stouffville Public Library Capital Forecast 2007-2010 and New Items to be added to the Whitchurch-Stouffville Public Library Five Year Capital Forecast 2011 reports. Carried.

Motion - #06-96

Moved by Roger Glazin, seconded by John Relph, that:
The Library Board direct the C.E.O. to present The Whitchurch-Stouffville Public Library Capital Forecast figures to the Town. Carried.

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Library Board Minutes

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7. Committee Reports:

7.1 Book-Sale Committee – nil

7.2 Seniors Sub-Committee of the Board – nil

7.3 Students Sub-Committee of the Board - nil

8. Report from Council - nil

9. Report from SOLS

Janet Reid reported that the SOLS Trustee Council Meeting was held at the Oshawa Public Library on Saturday, October 14, 2006. The next SOLS Trustee Council meeting will be held at the Ajax Public Library, Harwood Avenue on Saturday, April 14, 2007.

10. New Business

10.1 Santa Claus Parade

The Library is entering a float in the Santa Claus Parade in conjunction with the Leisure Centre.

10.2 Letter from Staff Member

A Staff Member who is dealing with a health issue, sent a letter to the Library Board complimenting the C.E.O. on how her absence is being handled.

10.3 E-Mail from Library Patron

A Library Patron sent an e-mail to the C.E.O. complimenting the Library Staff on their excellent service and pleasant attitude when renewing her book.

11. Adjournment

Motion #06-097

Moved by Colette Brown, that:

The meeting be adjourned. Time 8:48 pm.

_____ Chairman