

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, October 5, 2006 at 7:07 pm at the Library. Deborah McNeely and Councillor Phil Bannon were absent. Staff in attendance: Carolyn Nordheimer James and Barbara St. John.

1. Family of the Year – Presentation
The C.E.O. and Chair presented the Daffern Family (Brian, Rosalie, Maegan and Michael) with the Library’s Family of the Year Award for 2006.
2. Introduction of New Staff Member
The C.E.O. introduced and welcomed new Library staff member - Marcia Jackson Friginette, Co-ordinator of Technical Services.
3. Introduction of Addendum Items
 - 8.5 Library/Lebovic Leisure Centre 5th Anniversary
 - 12.1 Procurement of Goods and Services By-Laws
 - 12.2 Recognition of Service and Retirement Gifts – Administrative Procedure No. 19
 - 12.3 The Partnership - The Provincial and Territorial Associations of Canada
 - 12.4 Capital and Operating Budget - 2007
4. Adoption of Agenda
Motion - #06-078
Moved by John Relph, seconded by Dr. Gordon Davidson that:
The agenda be adopted as revised:
Carried.
5. Declarations - nil
6. Adoption of minutes of the last meeting – September 7, 2006
Motion - #06-079
Moved by John Relph, seconded by Colette Brown, that:
The minutes of the last meeting of September 7, 2006 be adopted with the following change:
Item 10.11 - Public Library Week Date -Meet & Greet at the Seniors Christmas Party should read Wednesday, December 6, 2006 not Wednesday, November 15, 2006.
Carried.
7. Delegations – nil
8. Business arising from the Minutes of the Last Meeting
 - 8.1 Strategic Plan – update
The Library Board had before them a report – Strategic Directions that was bought back from a earlier meeting. A discussion ensued.
Motion - #06-080
Moved by Janet Reid, seconded by Dr. Gordon Davidson, that:
The C.E.O. bring the Strategic Directions document back to the November Library Board Meeting for further discussion with changes. The Strategic Directions reads as follows:
 - A. Establish a commitment to excellence in library relationships and services
Objective 1: Cultivate strategic community partnerships
Initiative (a): Build on partnership with YRDSB

Initiative (b): Initiate graphic novel club for teens.

Objective 2: Develop staff expertise to promote excellence in the delivery of library services.

Initiative (a): Provide additional resources to facilitate staff attendance at workshops and audio-conferences.

Initiative (b): Allocate additional resources to provide funds to purchase a new automated library system, including an Internet booking system.

B. Ensure the library is relevant to changing community needs.

Objective 1: Establish an ongoing assessment with public input of community needs.

Initiative (a): Include resources in the 2007 capital budget for an in-depth community needs assessment.

Initiative (b): Conduct community focus groups to determine community needs and perceptions of the library.

Objective 2: Develop a plan that anticipates and addresses the growth of library services based on the future needs of the community.

Initiative (a): In conjunction with the results of the community needs assessment and the focus groups, formulate a strategy to deal with future growth – ie expansion of current facility and purchase of a new automated library system, including an Internet booking system.

Initiative (b): In conjunction with the results of the community needs assessment and the focus groups, formulate an outreach strategy to target specific groups within the community.

Objective 3: Enhance the marketing of library services.

Initiative (a): Determine the efficacy of the Library advertising on the Town page and adjust advertising strategy accordingly.

Initiative (b): Redesign the library web site, incorporating inter-active technology, to promote higher visibility in the community and more use by residents.

C. Ensure adequate library funding

Objective 1: Continue to foster a close working relationship with all Town departments.

Initiative (a): Increase opportunities to work with other Town departments, especially the Department of Leisure Services, to offer innovative and exciting programmes for community residents.

Initiative (b): Increase Library participation in Town events, i.e. Strawberry Festival and Santa Claus Parade.

8.2 Letter from Ms May

A letter has been sent to Ms. Margaret May in response to the letter that the Board received from Ms. May at the September Board Meeting.

- 8.3 Operations Management Committee Policy
The Library Board had before them the revised Operations Management Committee Policy – Administrative Procedure no. 2 revised September 7, 2006 prepared by the C.E.O.
Motion - #06-081
Moved by John Relph, seconded by Colette Brown, that:
The Library Board approve the revised Operations Management Committee Policy – Administrative Procedure no 2 – revised September 7, 2006. prepared by the C.E.O.
- 8.4 Library Board – Meet and Greet – December 6, 2006
The Library Board’s Meet and Greet will take place at the Seniors Christmas Party on Wednesday, December 6, 2006 at 10:00 a.m.
- 8.5 Library/Lebovic Leisure Centre 5th Anniversary Celebration
The C.E.O. reported that the Stouffville Sun-Tribune ran an article honouring the Library/Lebovic Leisure Centre 5th Anniversary in the paper. A copy of the article was passed around to the Board Members.
9. Committee Reports:
- 9.1 Book-Sale Committee – September 6, 2006
The Library Board had before them the minutes from the Book Sale Committee Meeting held on Wednesday, September 6, 2006.
Motion #06-082
Moved by John Relph, seconded by Dr. Gordon Davidson, that:
The Library Board accept the minutes from the Book Sale Committee Meeting held on Wednesday, September 6, 2006. Carried.
- 9.2 Seniors Sub-Committee of the Board – September 26, 2006
The Library Board had before them the minutes from the Seniors Sub-Committee meeting held on Tuesday, September 26, 2006.
Motion #06-083
Moved by John Relph, seconded by Janet Reid, that:
The Library Board accept the minutes from the Seniors Sub-Committee meeting held on Tuesday, September 26, 2006.
- 9.3 Students Sub-Committee of the Board
Anne Houle, Children’s Librarian reported that there has been one student signed up for the Students Sub-Committee. Anne also spoke about the possibility of the Students Sun-Committee joining up with the Mayor’s Youth Committee. John Relph will mention the Students Sub Committee at the Stouffville High School.
10. Report from Council
Councillor Rob Hargrave mentioned that there is an election coming up on November 13th. As of February 2007, Miller Waste will no longer be picking up the garbage in Whitchurch-Stouffville.

11. Report from SOLS
Janet Reid reported that the next SOLS Trustees meeting will be held on October 14, 2006 at the Oshawa Public Library.
12. New Business
 - 12.1 Procedure of Goods and Services
The Library Board had before them two By-laws - The Town's BY-LAW 2006-186-F1 to define the procurement policies and procedures and the Library's Procurement of Goods and Services – By-Law WSPL–04–02.
The C.E.O. asked for input from the Library Board whether the Library should continue to operate under the Library's current By-law WSPL – 04-02 or operate under the Town's by-law instead. The C.E.O. suggested updating the Library's current by-law if the Board decided not to go with the Town's By-Law.
Motion #06-084
Moved by Dr. Gordon Davidson, seconded by John Relph, that:
The Procurement By-laws be further discussed at the November Library Board Meeting.
Carried.
 - 12.2 Recognition of Service and Retirement Gifts – Administrative Procedure No. 19
The Library Board had before them the Recognition of Service and Retirement Gifts Policy – Administrative Procedure No. 19. The C.E.O. asked for clarification on Item 19.3 – Members of the Board Retirement Recognition. All members of the Library Board who are retiring from active service with the Board will be presented with a book of his/her choosing, which will be added to the Library's collection in the Board member's name.

The procedure has been that the Board members who leave the Library Board after one term or longer for whatever reason will be presented with a book. This policy item remains unchanged.

Colette Brown left the meeting at 8:15 p.m.
 - 12.3 Partnership – The Provincial and Territorial Library Association of Canada
The Library Board had before them a document – The Partnership – The Provincial and Territorial Library Associations of Canada. The Library Board Members were not interested in the on-line courses that were offered.
 - 12.4 Capital and Operating Budget – 2007
The C.E.O. asked for direction from the Library Board whether to proceed with the preparation of the Capital Budget for 2007 being that there is a new Board coming in. The Town has requested that draft Capital and Operating Budget figures be ready for November 3rd.
Motion #06-085
Moved by Dr. Gordon Davidson, seconded by Janet Reid, that:
The discussion for the 2007 Capital Budget be deferred until the November Board Meeting. The motion was defeated.

Motion #06-086

Moved by Roger Glazin, seconded by Janet Reid, that:

The Library Board direct the C.E.O. to prepare a set of Capital Budget figures for consideration at the November Board Meeting. The Board will then give the C.E.O. further direction. Carried.

13. Adjournment

Motion #06-087

Moved by John Relph, that:

The meeting be adjourned. Time 8:45 pm.

_____ Chairman