

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, September 7, 2006 at 7:05 pm at the Library. Janet Reid, Roger Glazin and Dr. Gordon Davidson were absent. Staff in attendance: Carolyn Nordheimer James and Barbara St. John.

1. Introduction of Addendum Items
 - 10.1 Letter from Ms. May
 - 10.14 New Employee
 - 10.15 5th Anniversary Celebration

2. Adoption of Agenda
Motion - #06-061
Moved by John Relph, seconded by Deborah McNeely that:
The agenda be adopted as revised. Carried.

3. Declarations - nil

4. Adoption of minutes of the last meeting –June 1, 2006
Motion - #06-062
Moved by Deborah McNeely, seconded by Colette Brown, that:
The minutes of the last meeting of June 1, 2006, be adopted as presented. Carried.

5. Delegations – nil

6. Business arising from the Minutes of the Last Meeting
 - 6.1 Strategic Plan - update
The Library Board decided to defer the Strategic Planning discussion until the October Board Meeting when more Board Members will be present.
Motion - #06-063
Moved by Rob Hargrave, seconded by John Relph, that:
The Strategic Plan discussion be tabled until the October Board meeting when more Board members will be present. Carried.

 - 6.2 Strategic Plan Consulting Fee – Book Sale or Donations?
This item will be discussed with the Book Sale Committee Report – item 7.1.

7. Committee Reports:
 - 7.1 Book-Sale Committee – September 6, 2006
The Library Board had before them a Book Sale Expense report. John Relph reported that the profit from the Book Sale was \$11,500. Wish List money spent was \$9,806.23 leaving a total of \$1,693.77.
Motion #06-064
Moved by Deborah McNeely, seconded by Colette Brown, that:
The Library Board accept the Book Sale Report. Carried.

Strategic Plan Consulting Fee – Book Sale or Donations?
There was an error that was made in the posting of the Strategic Plan Consulting Fee. It was posted against the Book Sale instead of Donations. The Library Board agreed that the consulting fee has to be charged to donations as agreed on at an earlier Board Meeting. A journal entry will be made to correct the error.

- 7.2 Seniors Sub-Committee of the Board – nil
- 7.3 Students Sub-Committee of the Board – nil

- 8. Report from Council
Councillor Rob Hargrave reported that Council has had a busy summer. The new Wal-Mart Store will open October 18, 2006

- 9. Report from SOLS - nil

- 10. New Business
- 10.1 Letter from Ms. Margaret May
The Library Board had before them a letter – Financial Status of the Whitchurch-Stouffville Public Library, dated September 4, 2006 written by Ms. Margaret May. The Library Board will review the letter and prepare a response.

Reference and Information Services Policy
- 10.2 The Library Board had before them the References and Information Services Policy dated September 7, 2006 prepared by the C.E.O.
Motion #06-065
Moved by Deborah McNeely, seconded by Colette Brown, that:
The Library Board approve the Reference and Information Services Policy, dated September 7, 2006 prepared by the C.E.O. Carried.

Councillor Phil Bannon left the meeting at 7:30 p.m.

- 10.3 Children’s Services Policy
The Library Board had before them the Children’s Service Policy, dated September 7, 2006 prepared by the C.E.O.
Motion #06-066
Moved by Deborah McNeely, seconded by Colette Brown, that:
The Library Board approve the Children’s Service Policy, dated September 7, 2006 prepared by the C.E.O. Carried.

- 10.4 Advocacy Policy
The Library Board had before them the Advocacy Policy, dated September 7, 2006 prepared by the C.E.O. A discussion ensued regarding item 7. – Library Spokesperson.
Motion #06-067
Moved by Colette Brown, seconded by Deborah McNeely, that:
The Library Board approve the Advocacy Policy with the following change:

From
- 7. Library Spokesperson:
Either the Board Chair (or designate) or the Chief Executive Officer (or designate) will be the official spokesperson for the Library on advocacy issues, depending upon availability and nature of the issue.

To

7. Library Spokesperson:

The Chief Executive Officer (or designate) or in his/her absence the Board Chair (or designate) will act as the official spokesperson for the Library on advocacy issues, depending upon availability and nature of the issue. Carried.

10.5 Payment/Refund Policy

The Library Board had before them the Payment/Refund Policy prepared by the C.E.O.

Motion #06-068

Moved by Deborah McNeely, seconded by John Relph, that:

The Library Board approve the Payment/Refund Policy prepared by the C.E.O. Carried.

10.6 Internet Access and Use Policy

The Library Board had before them the Internet Access and Use Policy dated September 7, 2006.

Motion #06-069

Moved by Deborah McNeely, seconded by John Relph, that:

The Library Board approve the Internet Access and Use Policy dated September 7, 2006 Carried.

10.7 Rules of Conduct Policy

The Library Board had before them the Rules of Conduct Policy prepared by the C.E.O.

Motion #06-070

Moved by Deborah McNeely, seconded by John Relph, that:

The Library Board approve the Rules of Conduct Policy prepared by the C.E.O. with the following change:

From – Failure to do so will result in expulsion from the Library and/or loss of all Library privileges.

To - Failure to do so may result in expulsion from the Library and./or loss of all Library privileges.

Carried.

10.8 Staffing Policy

The Library Board had before them the Staffing Policy – Administrative Procedure No. 20.

Motion #06-071

Moved by Deborah McNeely, seconded by John Relph, that:

The Library Board approve the Staffing Policy with the following deletion:

20.2 (c) Such applications will be forwarded to the Town C.A.O. for acknowledgement. Carried.

10.9 Operations Management Committee Policy

The Library Board had before them the Operations Management Committee Policy - Administrative Procedure – No.2.

Motion #06-072

Moved by John Relph, seconded by Deborah McNeely, that:

The C.E.O. make the requested changes to the Operations Management Committee Policy and bring revised copy back to the October Library Board Meeting. The Policy will read as follows:

- 2.1 The Operations Management Committee of the Whitchurch-Stouffville Public Library is established to discuss and wherever possible to resolve issues relating to the daily operations of the library.
 - 2.2 If the Operations Management Committee is unable to resolve an issue, the Chief Executive Officer will bring the issue to the Library Board for discussion and resolution.
 - 2.3 The Operations Management Committee of the Whitchurch-Stouffville Public Library will consist of the Senior Staff members, including, but not limited to the following:
 - C.E.O. (acting as chair)
 - Co-ordinator of Public Services
 - Co-ordinator of Children and Youth Services
 - Co-ordinator of Technical Services
 - Senior Circulation Clerk
 - 2.4 The Operations Management Committee will meet once per month whenever possible. Carried.
- 10.10 Orangeville Resolution – Provincial Library Grant
The Library Board had before them a letter from the Orangeville Public Library with their resolution which was passed by the Town of Orangeville Council on July 10, 2006.
- Motion #06-073**
Moved by John Relph, seconded by Colette Brown, that:
The Library Board receive the Orangeville Resolution – Provincial Library Grant.
Carried.
- 10.11 Public Library Week Schedule – Meet and Greet
A discussion ensued regarding the Meet and Greet.

2006 Family of the Year

Motion #06-075

Moved by Deborah McNeely, seconded by John Relph, that:

The Family of the Year plaque be presented to the Daffern Family at the October Board Meeting instead of at the Meet and Greet during Library Week and invite the Sun-Tribune to come out and promote the event. Carried.

A discussion also ensued regarding the possibility of entering a float in the Santa Claus Parade. There was a concern that this would be a lot of work for Library Staff since most of the Staff is part-time. John Relph volunteered to investigate the Stouffville Secondary School partnering with the Library to enter a float. Board Members were asked to come back to the October Board Meeting with an idea for a float.

10.12 Sarah Badgley Literacy Grant – Daycare Visits

The C.E.O. reported that the Library was not successful in obtaining a Sarah Badgley Literacy Grant. The C.E.O. also mentioned that Anne Houle and Janet Hume will be visiting four daycares twice a month.

10.13 Summer Reading Programme Report

The Library Board had before them a report – Summer Reading Program prepared by Anne Houle. There were a total of 228 children who registered for the Summer Reading Program. The top reader read 345 books. A letter of congratulations will be sent to the winner. Also, congratulations to be sent to Anne for the wonderful job that she did on the Program.

Motion #06-076

Moved by Deborah McNeely, seconded by John Relph, that:

The Library Board accept the Summer Reading Program report prepared by Anne Houle, And that: Letters of congratulations be sent to the top winner of the Summer Reading Program and to Anne Houle for running a successful Summer Reading Program.
Carried.

10.14 New Employee

The C.E.O. reported that a Co-ordinator of Technical Services has been hired. Marcia FrigINETTE joined the Library staff on Wednesday, September 6, 2006. Marcia will be introduced to the Board at the October Board Meeting.

10.15 5th Anniversary Celebration

The C.E.O. reported on the 5th Anniversary Celebration for the Library/Lebovic Leisure Centre which will take place on Friday, September 22, 2006. There will be two movies, family yoga, fitness, swim and games with Multiverse.

11. Adjournment

Motion #06-077

Moved by John Relph, that:

The meeting be adjourned. Time 8:20 pm.

_____ Chairman