

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, January 3, 2008 at 7:05 pm at the Library. John Relph was in the Chair. All Board Members were present. Staff in attendance: Carolyn Nordheimer James and Barbara St. John.

1. Introduction of Addendum Items - nil

2. Adoption of Agenda

Motion - #08-001

Moved by Deborah McNeely, seconded by Janet Reid, that:
The agenda be adopted as presented. Carried.

3. Declarations – nil

4. Adoption of minutes of the last regular meeting – November 1, 2007.
December's meeting was cancelled due to lack of a quorum.

Motion - #08-002

Moved by Deborah McNeely, seconded by Roger Glazin, that:
The minutes of the last regular meeting of November 1, 2007 be adopted as presented.
Carried.

5. Delegations – Community Needs Assessment Survey – Jim Morgenstern

The Library Board had before them the draft Phase One Report – Community Needs Assessment, dated December 2007, prepared by Jim Morgenstern from dmA Planning and Management Service. The Phase One Report provides information gathered from the surveys that were completed in the Library by patrons. The Phase One Report is organized as follows:

- Population and Socio-Demographic Analysis
- Trends and Best Practices Affecting Library Service Delivery
- Library Service Profile
- Comparison with Relevant Guidelines
- On-Line Library Survey Summary

There were 304 patrons who completed the survey. Jim Morgenstern felt that the survey response was a good reflection of the users.

Motion - #08-003

Moved by Janet Reid, seconded by Deborah McNeely, that:
The Library Board receive the draft Phase One Report – Community Needs Assessment – December 2007. Carried.

6. Business arising from the Minutes of the Last Meeting

6.1 Partnership Policy

The Library Board had before them the Library's Partnership Policy.

Motion - #08-004

Moved by Roger Glazin, seconded by Janet Reid, that:
The C.E.O. re-look at Items 3C and 5 in the Whitchurch-Stouffville Public Library's Partnership Policy and bring the policy back to the February Board Meeting with changes. Carried

6.2 Sponsorship Policy

Motion - #08-005

The Library Board had before them the Library's Sponsorship Policy.

Moved by Roger Glazin, seconded by Linda Cundari, that:

The Whitchurch-Stouffville Public Library Sponsorship Policy be deferred until the February Board Meeting. Carried.

6.3 Library Disabled Parking

The issue with the disabled parking will be addressed in approximately nine months when the parking lot is remodeled.

7. Committee Report

7.1 Book-Sale Committee- Thursday, November 15, 2007

Book-Sale Profits – 2007

Book-Sale Profits – 2008

The Library Board had before them the agenda and minutes from the Book-Sale Committee Meeting dated November 15, 2007 and the Book-Sale Profits- Identified Items for Purchase - 2007 and 2008.

Motion - #08-006

Moved by Deborah McNeely, seconded by Janet Reid, that:

The Library Board receive the Agenda from the Book-Sale Committee Meeting dated November 15, 2007. Carried.

Motion - #08-007

Moved by Linda Cundari, seconded by Deborah McNeely, that:

The Library Board receive the Minutes from the Book-Sale Committee Meeting dated November 15, 2007.

Motion - #08-008

Moved by Deborah McNeely, seconded by Linda Cundari, that:

The Library Board approve that the funds originally planned for a Literary Station as listed on the Book-Sale Profit – Identified for Purchase – 2007 be used for laptops instead. Carried.

Motion - #08-009

Moved by Deborah McNeely, seconded by Janet Reid, that,

The Library Board approve the list- The Book-Sale Profits – Identified Items for Purchase – 2008 as presented. Carried.

7.2 Seniors' Sub-Committee of the Board – Wednesday, November 28, 2007

- Seniors' Christmas Party – Letter of thanks

The Library Board had before them the minutes from the Seniors' Sub-Committee Meeting dated Wednesday, November 15, 2007

The Chair thanked the Board Members who attended the Seniors' Christmas Party

The Chair asked the C.E.O. to send a letter to the Seniors' Sub-Committee thanking them for their participation in organizing a successful Seniors' Christmas Party. The St.

Patrick's Day Party is March 17th and the Seniors' Month is in June.

Motion - #08-010

Moved by Deborah McNeely, seconded by Linda Cundari, that:
The Library Board receive the Seniors' Sub-Committee Minutes as presented.
Carried.

8. Report from Council

Councillor Richard Bartley reported that the fundraising for the 19th on The Park is moving along. \$300,000 was raised at the Testa's wine tasting. The double ice pad and new fire hall have been approved. There is a Council meeting coming up on January 15th and the Budget meeting will be held on January 29th, 2008

9.. Report from SOLS

Zach Armstrong, Sols Trustee, announced that the last SOLS Trustee Meeting was held in Whitchurch-Stouffville Public Library. The OLA Conference is coming up the last week of January. Board Members are invited to attend.

10 New Business

10.1 Employee Recognition – Anne Houle

Anne Houle, Co-ordinator of Children and Youth Services, was presented with a service excellence award for her success with the Children's Reading Program. The awards, new this year, were introduced by the Town.

10.2 Library Holiday Schedule -2008

The Library Board had before them the 2008 Library Holiday Schedule.

Motion - #08-011

Moved by Deborah McNeely, seconded by Roger Glazin, that:
The Library Board approve the Library Holiday Schedule as presented. Carried.

10.3 Library Board Schedule -2008

The Library Board had before them the 2008 Library Board Schedule.

Motion - #08-012

Moved by Maurice Smith, seconded by Deborah McNeely, that:
The Library Board approve the Library Board Schedule as presented. Carried.

10.4 User Fee By-Law – January 2008

The Library Board had before them the January 2008 User Fee By-Law.

Motion - #08-013

Moved by Janet Reid, seconded by Deborah McNeely, that:
The Library Board approve the User Fee By-Law as presented. Carried.

10.5 Ontario Library Association Conference

The C.E.O. announced that the OIA Conference is coming up on January 31, February 1 & 2, 2008. There are sessions for Library Board Members. There is also information on the OLA website. Any Board Member who is interested in attending any of the sessions should let the CEO know.

11.1 Salaries – 2008

The Town non-union employees have received an cost of living increase of 3% with a couple of changes in benefits.

Motion - #08-014

Moved by Maurice Smith, seconded by Linda Cundari, that:

The Library Board approved a 3% cost of living increase for the staff of the Library for 2008 & 2009 in keeping in line with the Town. Carried.

11.2 Vacation Policy – Administrative Procedure no. 10

The Library Board had before them a Vacation Policy – Administrative Procedure no. 10.

Motion - #08-015

Moved by Maurice Smith, seconded by Janet Reid, that:

The Library Board adopt the Vacation Policy – Administrative Procedure no. 10 with the following change: Item 2.2 – Staff completing twenty-five years or more are now entitled to 6 weeks (30 days) annual vacation time. Carried.

11.3 Budget – 2008

The Library Board had a draft copy of the updated 2008 operating budget and Capital Budget & Five Year Forecast before them.

Motion - #08-016

Moved by Deborah McNeely, seconded by Maurice Smith, that:

The Library Board approve the draft updated 2008 Operating Budget totaling \$909,423 plus 3% cost of living increase for part-time. Carried.

Motion - #08-017

Moved by Zach Armstrong, seconded by Deborah McNeely, that:

The Library Board approve the draft 2008 Capital Budget & Five Year Forecast totaling \$795,000. Carried.

12 Adjournment

Motion #08- 018

Moved by Janet Reid

The meeting be adjourned. Time 9:30 p.m.

_____ Chairman