

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, March 5, 2009, at 7:05 pm at the Library. Absent: Mayor Wayne Emmerson. Staff in attendance: Carolyn Nordheimer James and Barb St. John.

1. Introduction of Addendum Items
 - 10.8 Bill 28 – Resolution from City of Cambridge
 - 10.9 C.E.O.'s Training
2. Adoption of Agenda

Motion - #09-012
Moved by Deborah McNeely, seconded by Linda Cundari that:
The agenda be adopted as presented. Carried.
3. Declarations – nil
4. Adoption of minutes of last regular meeting – January 8, 2009
There was no meeting in February because of the lack of a quorum.

Motion - #09-013
Moved by Deborah McNeely, seconded by Carol Morin, that:
The minutes from the last regular meeting of January 8, 2009 be approved as presented.
Carried.
5. Delegations – nil
6. Business arising from the last Library Board Meeting
 - 6.1 Room Use Policy - deferred until next meeting
 - 6.2 Vacation Policy – Administrative Procedure #10
The Library Board had before them the Vacation Policy – Administrative Procedure #10
Motion - #09-014
Moved by Deborah McNeely, seconded by Janet Reid, that:
The Library Board approve the Vacation Policy – Administrative Procedure #10 with the following amendment:
Item 2.5 Vacation Periods Mandatory – delete ‘nor will the Library pay out the mandatory two week vacation in place of actual vacation time taken’. Carried.
 - 6.3 Use Regulations Policy - Clarification
There was no issue with the Use Regulations Policy.
 - 6.4 The Library Board had before them the revised 2009 final Library Budget Worksheet, 2009 Capital Budget and Five Year Forecast, Revisions to 2009 Operating Budget and the Library Service Cuts 2009. The Library Board originally approved the Library Budget with a Town grant of \$889,800 but Council approved a grant of \$852,120.

Motion –#09-015

Moved by Linda Cundari, seconded by Councillor Susanne Hilton, that:

The Library Board approve the Capital Budget and Five Year Forecast with the following changes:

The Operational Staff Study has been removed at \$15,000. The study will be handled by the Town. The Self Checkout System at \$25,000 has been moved from year 2009 to 2010. Carried.

Motion-#09-016

Moved by Councilor Richard Bartley, seconded by Councillor Susanne Hilton that:

The Library Board approve Option 1 on the Revisions to 2009 Library Operating Budget. Carried.

There were four options prepared by the C.E.O.

Option 1 includes the following:

Not filling the vacant Co-ordinator position

Advantages

1. current level of materials maintained, including French and Multilingual
2. current level of hours maintained
3. no impact on staff remuneration

Disadvantages

1. negative impact on residents due to loss of programs – ie Baby Goose, Science club, craft programs, reduction in adult programs, volunteer tea, Saturday story time
2. decrease in usage due to reductions in programs
3. no outreach to youth

Carried.

Motion - #09-017

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

The Library Board approve the Library Final 2009 Operating Budget with a Town grant of \$852,120 with the side notes removed and the red type font changed to black for presentation to the Town. Carried.

Motion - #09-018

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

The Library Board approve the Library Service Cuts report that was the result of insufficient staff resources with the numbering system changed, giving the report a total of ten items. This will be presented to Council with the final Budget.

Carried.

- 6.5 Holiday Hours
Motion - #09-019
Moved by Maurice Smith, seconded by Deborah McNeely, that:
The Library Board approve the revised Library Holiday/Summer Hours report with the change starting the summer hours a week early on June 26, 2009. Carried.
7. Committee Reports:
- 7.1 Book Sale Committee of the Board – February 11, 2009
Motion - #09-020
Moved by Linda Cundari, seconded by Carol Morin, that:
The Library Board receive the Book Sale Minutes dated February 11, 2009.
Carried.
- 7.2 Seniors' Sub –Committee of the Board
Motion - #09-021
Moved by Linda Cundari, seconded by Carol Morin, that:
The Library receive the Seniors' Sub-Committee of the Board Minutes dated January 21, 2009. Carried.
8. Report from Council - nil
9. Report from SOLS
The Next Sols Trustee Meeting will be at the Kawartha Lakes Public Library on April 18, 2009.
10. New Business
- 10.1 Facilities Strategy
This item is deferred until the next meeting.
- 10.2 Mayor's Youth Council Donation
Councillor Richard Bartley donated \$3,000 on behalf of the Mayor's Youth Golf Fundraising Committee to the Library to be used for youth. The C.E.O. suggested that the money be used for a TV & DVD player, etc to be used in the Mayor's Youth Room at the Library. Selected students will do the research for the furnishings and report their choices to the Library Board.
- 10.3 Identification Cards for employees Policy – Administrative Procedure #35 – removal
The Library Board had before them the Identification Cards for Employees Policy – Administrative Procedure #35 dated November 3, 1997.

Motion - #09-022

Moved by Janet Reid, seconded by Maurice Smith that:

The Library Board approve the elimination of the 'Identification Cards for Employees Policy – Administrative Procedure #35' dated November 3, 1997. Carried

- 10.4 Discrimination Policy – Administrative Procedure – Administrative Procedure # 41
The Library Board had before them the Discrimination Policy – Administration Procedure #41 dated November 3, 1997. Another policy already covers this information.

Motion - #09-023

Moved by Maurice Smith, seconded by Carol Morin, that:

The Library Board approve the elimination of the 'Discrimination Policy – Administrative #41' dated November 3, 1997. Carried.

- 10.5 Mileage Expenses Policy – Administrative Procedure #30
The Library Board had before them the Mileage Expenses Policy – Administrative Procedure #30 dated March 5, 2009. This policy is standardized by the Town

Motion - #09-024

Moved by Deborah McNeely, seconded by Carol Morin, that:

The Library Board approve the Mileage Expenses Policy – Administrative Procedure # 30 as presented with no changes.
Carried.

- 10.6 Accessible Customer Service Policy
Item deferred until the next Board meeting.
- 10.7 Reciprocal Borrowing – Aurora and Newmarket
Item deferred until the next meeting.
- 10.8 Bill 28 – Resolution from City of Cambridge
Item deferred until the next meeting.
- 10.9 C.E.O.'s Training
Moved by Councillor Richard Bartley, seconded by Maurice Smith, that:
The Library Board approve the C.E.O.'s attendance at Part 2 of the Peak Performance Management Program that will be funded by the Province of Ontario as part of the \$15 million Library Credit Program.
11. Refreshments at the Board Meeting
The Board Chair introduced the issue of refreshments at board meetings and explained the rationale behind the decision not to provide refreshments.

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It was decided to continue providing coffee and cookies at the meetings. Bottled water will be provided for the April, May & June meetings only. The practice of providing bottled water will be discontinued in the fall for environmental reasons.

12. Adjournment

Motion - #09-025

Moved by Maurice Smith, that:

The meeting be adjourned at 9:19 p.m.

Signed _____