

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, May 7, 2009, at 7:04 pm at the Library. Absent: Councillor Susanne Hilton and Deborah McNeely, Staff in Attendance: Carolyn Nordheimer James and Barb St. John.

1. Introduction of Addendum Items
 - 6.4 Strategic Planning Meeting
 - 6.5 Employee Assistance Program
 - 10.9 Volunteer Code of Conduct Policy
 2. Adoption of Agenda
Motion - #09-035
Moved by Linda Cundari, seconded by Carol Morin that:
The agenda be adopted as presented. Carried.
 3. Declarations – nil
 4. Adoption of minutes of last regular meeting – April 2, 2009
Motion - #09-036
Moved by Mayor Wayne Emmerson, seconded by Maurice Smith, that:
The minutes from the last regular meeting of April 2, 2009 be approved as presented.
Carried.
 5. Delegations – nil
 6. Business arising from the last Library Board Meeting
 - 6.1 Library's Income Statements
The Library Board had before them the final financial reports: 2009 Operating Budget, Summary Trial Balance 01/2009 – 03/2009, Quarterly Statistical Report and Statement of Operations Report. The C.E.O. explained the different reports. A discussion ensued.
Motion- #09-037
Moved by Mayor Wayne, seconded by Maurice Smith, that:
The C.E.O. provides the Library Board with Statement of Operations reports for the June and September Meetings. The Board will make a decision at that time how often they wish to review the reports. Carried.
- Janet Reid arrived at 7:20 p.m.
- 6.2 Program Report
The Library Board had before them Library Statistics report for March which includes the Library Programs.
Motion - #09-038
Moved by Mayor Wayne Emmerson, seconded by Linda Cundari, that:
The Library Board receive the Library's statistics report every month. Carried.

6.3 Library Closing

The IT person from Polaris has been at the Library for two days training working with the IT Co-ordinator from the Town to install the Polaris software on the Library's new server. Staff Training will take place from June 1 -5.

Mark Di Felice recommends that the Library be closed from June 13-June 16. The system goes live on June 17th. The Library will need to advertise to the public as soon as possible that the Library will be closed.

Motion - #09-039

Moved by Janet Reid, seconded by Carol Morin, that:

The Library approve the closing of the Library on June 13, 14, 15 & 16, 2009 for the purpose of installing a new Library system. Carried.

6.4 Strategic Planning Meeting

The C.E.O. suggested that the Library Board and Library Senior Staff have a Strategic Planning Meeting on Monday, June 15th, or Tuesday, June 16th, while the Library is closed. Maurice Smith, Linda Cundari and John Relph were available for these dates. The C.E.O. will contact SOLS to check if a consultant is available.

6.5 Employee Assistance Program

This item will be deferred until the June Library Board Meeting.

7. Committee Reports:

7.1 Book Sale Committee of the Board – April 22, 2009

The Library Board had before them the Book Sale Minutes dated April 22, 2009

The Chair reported that the Book Sale raised \$12,141.91. The Chair thanked everyone for their help. There are some options where to hold the sale next year. The date for next year's Book Sale is April 14 -18, 2010.

New Book Sale Committee Member

Kathy Wilkinson has volunteered to join the Book Sale Committee.

The Library Board had before them the revised Book Sale Profits – Identified Items for Purchase – 2009 (Wish List) totaling \$11,500.

Motion - #09-040

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

The Library Board approve the expenditures on the wish list. Carried

7.2 Seniors' Sub –Committee of the Board – nil

7.3 Business Committee of the Board

No meetings have been planned

8. Report from Council
Councillor Richard Bartley reported that the tickets for the Gala at the Lebovic Centre for Arts & Entertainment at 19 on the Park are almost sold out.
9. Report from SOLS
The Library Board had a SOLS report before them from the SOLS meeting dated April 18, 2009 hosted by the City of Kawartha Lakes Public Library. Carol Morin, SOLS Trustee, gave an overview of the report. The next meeting will be in Markham on November 21, 2009.
10. New Business
- 10.1 Thank you letters were sent from the Daycares to Janet Hume and Anne Houle expressing their thanks for the Library services. Copies were passed around to the Library Board Members for their viewing.
Motion - #09-41
Moved by Mayor Wayne Emmerson, seconded by Councillor Richard Bartley, that: the C.E.O. reply with thank you letters to the Day Cares. Carried.
- 10.2 Overtime Policy
The Library Board had the Overtime Policy – Administrative Procedure # 8 before them. The C.E.O. recommended that Overtime Policy – Administrative Procedure # 8 – item 8.5 be changed from ‘Lieu time must be taken by April 30th in the year following the date the overtime was worked’ to ‘Lieu time must be taken by December 31st in.....’
The C.E.O. asked for June as a second choice.
Motion - #09-42
Moved by Maurice Smith, seconded by Councillor Richard Bartley, that:
The Library Board approve the Overtime Policy -Administrative Procedure # 8 with no changes. The Policy will still read ‘Lieu time must be taken by April 30th in the year following the date the overtime was worked.’ Carried.
- 10.3 Fundraising Policy
The Library Board had before them the Fundraising Policy dated October 17, 1995. The C.E.O. recommended that the Fundraising Policy be eliminated. The information in the policy refers to a past specific project.
Motion - #09-043
Moved by Janet Reid, seconded by Linda Cundari, that:
The Library Board approve the removal of the outdated Fundraising Policy. Carried.

10.4 Promotional Events Policy

The Library Board had before them the Promotional Events Policy dated May 9, 1994. The C.E.O. recommended that the Promotional Events Policy be eliminated.

Motion - #09-44

Moved by Janet Reid, seconded by Linda Cundari, that:

The Library Board approve the removal of the outdated Promotional Events Policy.

Carried.

10.5 Volunteers Code of Conduct Policy

The Library Board had Volunteer Code of Conduct forms before them for their signature.

10.6 Ministry of Citizenship & Immigration Volunteer Services Awards

The C.E.O. attended the Ontario Volunteer Awards Ceremony in Richmond Hill on April 20, 2009 . Two of the library's volunteers honoured at this event were Thomas Maise – 5 yrs. and John Relph – 5 yrs. Cynthia Cembrowski – 10 yrs. and Bert Starmans – 5 yrs. were unable to attend.

10.7 Parking Lot Barriers

The Library parking lot has barriers to prevent people from using it as a thru-way. Handicapped parking has been added to the other side of the barriers. A curb is needed for wheelchairs.

10.8 Food for Fines

The C.E.O. recommended that the Town and Library merge their food drives. Currently, The Library has Food for Fines in October and the Town will have their food drive in September.

11. Round Table

(a) Mayor's Youth Room

The C.E.O. hasn't heard anything from the Youth in regards to the Mayor's Youth Room. The \$3,000 is still on hold.

(b) Carol Morin reported that Scugog Public Library has a junior member on the Library Board who runs the Teen Advisory Council.

12. Adjournment

Motion - #09-045

Moved by Janet Reid, that:

The meeting be adjourned. Time: 8:45 p.m.

Signed _____