

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, June 4, 2009, at 7:05 pm at the Library. Absent: Mayor Wayne Emmerson, Councillor Richard Bartley and Deborah McNeely who was ill. Staff in Attendance: Carolyn Nordheimer James and Barb St. John.

1. Introduction of Addendum Items  
10.6 Payment/Refund Policy
2. Adoption of Agenda  
**Motion - #09-046**  
Moved by Janet Reid, seconded by Linda Cundari that:  
The agenda be adopted as presented. Carried.
3. Declarations – nil
4. Adoption of minutes of last regular meeting – May 7, 2009  
**Motion - #09-047**  
Moved by Linda Cundari, seconded by Carol Morin, that:  
The minutes from the last regular meeting of May 7, 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 Statement of Operations for April 2009 and the C.E.O.'s Quarterly Financial Report for January – April, 2009, which explains the budget variations in the Statement of Operations. A discussion ensued. There was a suggestion that a subtotal be placed under Fundraising Revenue on the Statement of Operations. The C.E.O. will discuss this with the Town's Director of Finance.  
The C.E.O. was asked to provide the same reports at the September Board Meeting and the Board will decide then how often they would like to receive the reports.  
**Motion- #09-048**  
Moved by Councillor Susanne Hilton, seconded by Janet Reid, that:  
The Library Board receive the April 2009 Statement of Operations Report and the Quarterly Financial Report for January – April 2009. Carried.
- 6.2 Program report  
The Library Board had before them the Library Statistics report for April which includes the Library Programs. The Board asked to have 'This program is only hosted by the Library' noted beside the Book Discussion Group.

- 6.3 Employee Assistance Program  
The Employee Assistance Program has been approved by Town Council but is on hold at this time. The C.E.O. will inform the Library Board when the Town has given the go ahead.
- 6.4 Daycare Letters  
The C.E.O. passed around another daycare thank you letter to the Library Board Members. Replies have been sent to the Daycares for all the thank you letters that were received by the Library. There was a suggestion that the Whitchurch-Stouffville Library Board Business Committee check with other Libraries to see if they charge for outreach to daycare centres.
- 6.5 Strategic Planning Meeting  
The date that the Library Board decided on for the Strategic Planning Meeting is July 22, 2009, 9:30 a.m. – 4:00 p.m. Board Members Susanne Hilton, Maurice Smith, Carol Morin, Deborah McNeely, John Relph and possibly Janet Reid will attend. The C.E.O. will ask 4 or 5 Staff Members to attend as well. A consultant from SOLS will be booked for the meeting also.
- 6.6 Library Closing  
The closing of the Library on June 13 -16 for the purpose of installing a new system on June 13-16 is advertised on the Website, at the Arena, newspapers, etc.
7. Committee Reports:
- 7.1 Book Sale Committee of the Board – nil
- 7.2 Seniors' Sub –Committee of the Board – May 13, 2009  
The Library Board had before them the minutes of the Seniors' Sub-Committee dated May 13, 2009.  
**Motion - #09-049**  
Moved by Maurice Smith, seconded by Linda Cundari, that:  
The Library Board receive the minutes of the Seniors' Sub-Committee Meeting dated May13, 2009. Carried.
- 7.3 Business Committee of the Board  
The Business Committee was organized to look at Library issues and assist the C.E.O. at budget time. The Committee members are Janet Reid, Maurice Smith and Deborah McNeely. The first meeting is planned for August 5, 2009 at 1 p.m. The C.E.O. will check with Deborah to see if that date is suitable for her.

Carol Morin left at 8:03 p.m.

8. Report from Council  
Councillor Susanne Hilton reported that there is a Community Improvement Plan Meeting at '19 on the Park' on Wednesday, June 17, 2009. The B.I.A. area is being extended from 9<sup>th</sup> Line to St. James Church. The B.I.A. area extension will go to council June 23, 2009
9. Report from SOLS (This report was brought forward before Carol Morin left.)  
Carol Morin, SOLS Trustee, would like to take the two councillors with her to the next SOLS Meeting at Markham Village on November 21, 2009.
10. New Business
- 10.1 Lebovic Leisure Centre Closing – September 3<sup>rd</sup> – 7<sup>th</sup>, 2009  
The Lebovic Centre will be closed from September 3<sup>rd</sup> – 7<sup>th</sup>, 2009. The Library will remain open.
- 10.2 Town IT Strategy  
The Town is bringing a new IT strategy to Council and has committed to providing ongoing IT support to the Library as part of this strategy.
- 10.3 Signage  
The C.E.O. reported that the lights on the Library's outdoor silver sign haven't worked for at least four years. The C.E.O. would like to have the sign fixed and moved to the south side of the Library. The Leisure Services Department is looking into this as part of its new signage initiative.
- 10.4 Use Regulations Policy  
The Library Board had before them a revised Use Regulations Policy dated June 4, 2009. There has been an addition to item 7 Inter-Library Loans- The Library will not inter- library loan an item if a copy is owned by the Library.  
**Motion - #09-050**  
Moved by Janet Reid, seconded by Maurice Smith, that:  
The Library Board accept the Use Regulations Policy with the addition to Item 7 Inter-Library Loans – The Library will not inter-library loan an item if a copy is owned by the Library. Carried.
- 10.5 2009 Resolution from Smiths Falls – May 22, 2009  
The Library Board had before them a Resolution from Smiths Falls – May 22, 2009  
**Motion - #09-51**  
Moved by Maurice Smith, seconded by Linda Cundari, that:  
The Library Board receive the Resolution from Smiths Falls. Carried.

10.6 Payment/Refund Policy

The Library Board had before them a revised Payment/Refund Policy dated June 4, 2009.

**Motion - #09-52**

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

The Library Board accept the Payment/Refund Policy with the following change on page 2: No refunds will be issued for.... changed to No refunds *or transfers* will be issued for.... Carried.

11. Round Table

The C.E.O. mentioned that the system training for the library staff started on June 1<sup>st</sup>.

12. Adjournment

**Motion - #09-053**

Moved by Linda Cundari, that:

The meeting be adjourned. Time: 8:33 p.m.

Signed \_\_\_\_\_