

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, September 3, 2009, at 7:00 pm at the Library. Absent: Mayor Wayne Emmerson and Councillor Richard Bartley. Staff in Attendance: Carolyn Nordheimer James and Barb St. John.

1. Introduction of Addendum Items
 - 10.4 Statistics – July 2009
 - 10.5 Summer Reading ProgramCurrent items 10.4 & 10.5 to be moved to 6.3 & 6.4
2. Adoption of Agenda
Motion - #09-054
Moved by Janet Reid, seconded by Maurice Smith that:
The agenda be adopted with amendments. Carried.
3. Declarations – nil
4. Adoption of minutes of last regular meeting – June 4, 2009
Motion - #09-055
Moved by Carol Morin, seconded by Linda Cundari, that:
The minutes from the last regular meeting of June 4, 2009 be approved as presented.
Carried.
5. Delegations – nil
6. Business arising from the last Library Board Meeting
 - 6.1 Financial Report
The Library Board had before them a report – Statement of Operations
January – July 2009.
Motion - #09-056
Moved by Deborah McNeely, seconded by Janet Reid, that:
The Library Board receive the January – July 2009 Statement of Operations Report.
Carried.
Motion - #09-057
Moved by Maurice Smith, seconded by Deborah McNeely, that:
The Library Board direct the C.E.O. to provide the Library Board with the statement of
Operations for the December 2009 Library Board meeting which will cover up to the end
of October, 2009. Carried
 - 6.2 Budget 2010
The Library Board had before them the 1st draft of the 2010 Operating Budget and 2010-
2013 Capital Forecast. The 2010 Operating Budget has an increase of 5%. The 5%
includes 2% cost of living and 3% step increases for full time staff.
Moved by Deborah McNeely, seconded by Janet Reid, that:
The Library Board approve the Draft Operating Budget 2009 as presented to be
forwarded to the Town for discussion purposes. Carried
Motion - #09-058
Moved by Maurice Smith, seconded by Janet Reid, that:
The Library Board approve the Draft 2010 – 2013 Capital Forecast as presented.
Carried.

6.3 Audited Financial Statements

The Library Board had before them the Audited Financial Statements – 2008.

The question was asked “ Is the Town or Library Board responsible for the audited review of the Library in regards to the front page of the report. In the Auditors’ reporting comments it is indicated: “These financial statements are the responsibility of the Town’s Management.”

Motion - #09-059

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

The Library Board direct the Library C.E.O. on behalf of the Whitchurch-Stouffville Public Library before accepting the audited financial statements in question, to ask the Auditor, Grant Thornton, LLP., for clarification, direction and further written comment on their statement included in the audited report. Carried

An important part of the audit review process is a review of management procedures, financial systems and/or deviations from current legislation.

If this procedure was followed by the auditors during their December 31, 2008 review was the management of the Library included in this review?

Motion - #09-060

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

The Library Board request that the Library C.E.O. sign off for the Whitchurch-Stouffville Public Library and the Town for the Town before the Library Board approves the Audited Financial Statements. Carried.

Motion - #09-061

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

The Library Board direct the C.E.O. on behalf of the Whitchurch-Stouffville Public Library before accepting the audited financial statements in question, to ask the Auditor, Grant Thornton, LLP. for clarification, direction and further written comment on this matter. Carried.

6.4 Request for Proposal – Web Site Redesign

The Library Board had before them an Award of the Web Site Redesign Project report dated August 31, 2009, prepared by the C.E.O. There were no Stouffville companies who applied for the Web Site Redesign Project.

The Library Staff recommend that farenGrouP of Aurora be awarded the contract for the web site redesign.

Motion - #09-062

Moved by Maurice Smith, seconded by Janet Reid, that: farenGrouP be awarded the contract for the web site redesign project at a cost of \$13,334.00 including taxes.

7. Committee Reports:

7.1 Book Sale Committee of the Board – nil

7.2 Seniors Sub-Committee of the Board – nil

7.3 Business Committee of the Board – Business Committee
- Strategic Plan Update

There will be another Business Committee meeting in October. The Committee has been working on the 2010 -2012 Strategic Plan. The Plan has been forwarded to the C.E.O. for input from Senior Staff. The Committee hopes to have a draft for Board discussion at the November Meeting.

Deborah McNeely left at 8:15 p.m.

8. Report from Council –
Councillor Susanne Hilton reported that the Secondary Plan Meeting is happening. The renovations on Ball Diamond one are starting soon. The Volunteers Christmas Party is on Friday, December 4, 2009. Guests will cost \$20.00 per person. A Community Improvement Meeting is coming up on September 10th or 16th.

9. Report from SOLS
The next SOLS Trustee meeting is on Saturday, November 21, 2009 at the Markham Village Library. Councillors are urged to attend.

10. New Business

10.1 Annual report – 2008

The Library Board had before them the Annual Report – 2008
A discussion ensued.

Motion - #09 – 063

Moved by Carol Morin, seconded by Linda Cundari, that:

The Library Board accepted the Annual Report – 2008 with the following changes:

The Family of the Year Award was given to the Conner Family (*James, Roseanne, Jesse, Adam, Timothy, David and Matthew*) to be added. Carried.

(a) The Whitchurch-Stouffville Public Library Board Members to be listed in alphabetical order.

(b) Library's to be removed under 2008 service Highlights because of formatting.
Carried.

10.1 Accessible Customer Service Policy April 2, 2009

10.2 Guidelines to Customer Service Policy

The Library Board had before them three reports: Accessible Customer Service April 2, 2009, Accessibility Standards for Customer Service September 3, 2009 and Guidelines to the Accessibility Standards for Customer Service Policy September 3, 2009.

Motion - #09-064

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

The Library Board accept the Accessibility Standards for Customer Service Policy – September 3, 2009 as presented.
Carried.

- 10.3 Ontario Public Library Week - October 18- 24, 2009
The C.E.O. reported that there are several things going on during Library Week. There are movies at 19 on the Park on Monday night. There will be PJ Story time at the library on the Monday night. Catherine will provide puzzles to solve and an Author Visit for local school children will take place on the Wednesday morning. The Staff's first choice for 2009 Family of the year is the Colley Family. The 2009 Family of the Year Award will be presented at the November 5th Board Meeting.

Motion - #09-065

Moved by Carol Morin, seconded by Linda Cundari , that:

The Library Board approve the Family of the Year – 2009 (the Colley Family)

- 10.4 Statistics – July 2009
The Library Board had before them the Library Statistic Report – 2009, which covers July 2008, June 2009 & July 2009. A discussion ensued.

Motion - #09-066

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

The Library Board receive the Statistic Report – 2009. Carried.

Carol Morin left the meeting at 8:45 p.m.

- 10.5 Summer Reading Program - 2009
The Summer Reading Program – 2009 information is on the Statistic Report. There were 11,653 books read, 431 participants and 19 volunteers working 230 hours. Way to go, Anne & Robin.

11. Round Table - nil

12. Adjournment

Motion - #09-067

Moved by Janet Reid, that:

The meeting be adjourned. Time: 9:00 p.m.

Signed _____