



Library Board Meeting

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, November 4, 2010, at 7:05 pm at the Library.

Present: John Relph-Chair, Linda Cundari, Deborah McNeely, Carol Morin, Maurice Smith and Janet Reid.

Absent: Mayor Emmerson, Councillor Hilton, and Councillor Bartley.

Staff: Carolyn Nordheimer James and Anna Kroeplin.

DELEGATIONS/PRESENTATIONS:

Family of the Year:

The CEO introduced the Patel family to the Library Board. A plaque was presented to them that will be hung at the Library's Circulation Desk. The Patel family was also given an award to take home along with other gifts in appreciation of their commitment to the Library.

1. INTRODUCTION OF ADDENDUM ITEMS:

– Room Use Policy - designated as Item 9.3 under NEW BUSINESS.

2. ADOPTION OF AGENDA:

MOTION - #10-051

Moved by Deborah McNeely, seconded by Janet Reid that:

The agenda be adopted as presented.

CARRIED.

3. DECLARATIONS: – nil

4. ADOPTION OF MINUTES OF LAST REGULAR MEETING: – October 7, 2010

MOTION - #010-052

Moved by Deborah McNeely, seconded by Carol Morin that:

The minutes from the last regular meeting of October 7, 2010 be approved as presented.

CARRIED.

5. BUSINESS ARISING FROM THE LAST MEETING:

5.1 Ontario Public Library Week – Aurora Public Library

The CEO reported on the official launch of this event and the private meeting held with the Minister of Tourism & Culture and nine York Region library representatives. Minister Chan spent a great deal of time with the representatives to listen to concerns about the future of public libraries and their relationship with the government.

5.2 Capital Budget 2011 – Community Needs Assessment / Library Master Plan

The CEO summarized the status of the Capital Budget report with the Town to date.

A Community Needs Assessment will be required due to an anticipated population increase. The Library Master Plan will be based on the Community Needs Assessment and the cost included in the Capital Budget of 2011.

5.3 Operating Budget 2011 - Update

This report has been received by the Treasury Department of the Town. Next steps include Town Treasury staff reviewing the Board's recommendations and a budget workshop for senior staff and Council in December. The Library organizational staffing study has almost been completed by the Town and will be presented to the Board in January.

The Public Council Meeting to approve the Town's operating and capital budgets for 2011 (including the Library's) will be held March 1, 2011. The CEO encourages any support Board Members and the public can offer by being present at this meeting.

6. COMMITTEE REPORTS:

6.1 Book Sale Committee – No Report.

[Next Meeting: November 24, 2010]

6.2 Seniors Sub-committee

MOTION - #010-053

Moved by Janet Reid, seconded by Linda Cundari that:

That the minutes of the Seniors' Sub-committee be received.

CARRIED.

Reminder: The Seniors Christmas party will be held on Wednesday, December 1.

Board members are encouraged to attend.

6.3 Whitchurch-Stouffville Library Board, Business Committee

A verbal report was given by the CEO who related that this Committee is currently dealing with budgetary matters, in consultation with the CEO.

7. REPORT FROM COUNCIL – No Report.

8. REPORT FROM SOLS - No Report.

[Next Meeting: November 20, 2010]

After discussion, Carol Morin was advised to report on the Council elections and the Library expansion.

9. NEW BUSINESS:

9.1 User Fee By-law

The CEO distributed a revised version which includes changes to some figures due to a 2.9% cost-of-living increase. These changes were discussed thoroughly, and the following recommendations were made by the Board:

- Lost Card Fee for replacement – increase from \$5.00 to \$7.00
- Inter-Library Loans not picked up – increase from \$5.00 to \$8.00

MOTION - #010-054

**Moved by Deborah McNeely, seconded by Linda Cundari that:
That the User Fee By-law be adopted with revisions.**

CARRIED.

9.2 Use Regulation Policy

The CEO outlined suggested changes in this policy for Board approval. Board Members recommended edits, including the fee increases adopted in these minutes.

MOTION - #010-055

**Moved by Deborah McNeely, seconded by Janet Reid that:
That the Use Regulation By-law be adopted with revisions.**

CARRIED.

9.3 Room Use Policy

This policy was distributed and discussed, and the following recommendations were made by the Board:

- Under “FEES” – last bullet: - should state: “ ’For profit’ groups (businesses) and individuals (i.e. tutors) are charged **\$22.12 and HST** per hour”.
- Incorporate the stipulation that the Training Room blinds to be kept open at all times.
- Under “RESERVATIONS” - include “One (1) extension per booking will be allowed” to eliminate abuse of this privilege.

MOTION - #010-056

**Moved by Maurice Smith, seconded by Janet Reid that:
The Room Use Policy be adopted with revisions.**

**CARRIED
Unanimously.**

10. ROUND TABLE DISCUSSION:

Absent Patrons:

Maurice Smith asked how often the Library system was updated to eliminate those Patrons who have not used the service for a long-term period. The CEO advised that the accepted term is 7 years absence, and that due to the implementation of the Polaris system, no records will be purged for the next 3-5 years.

CEO Evaluation Process:

Deborah McNeely offered an update on the HR Committee’s review evaluation of the Library CEO position. Board Members may provide input by January 2011. Staff members have indicated a wish to have input and will be contacted by the HR Committee.

Multi-media Screen Update:

The CEO will follow-up with staff for feedback on this new public communication tool. Currently, Mr. Gordon has an appointment to film a Fire Prevention 'spot' for the next content-change tape.

Recognition Award:

Janet Reid asked the CEO to make the necessary inquiries to update her service records, as they are not in line with Deborah McNeely's (they had commenced service together March 2000).

Application Procedure – Library Board:

As the current term is ending, Board members were advised to reapply if they are interested in continuing their service. Applications will be available online and in hard-copy in mid-January 2011. Please note that interviews may be part of the new selection process.

Library Board Membership:

The CEO distributed the draft *Applications Procedure* form and the *Guidelines for the Position of Public Library Trustee* document. Board Members are encouraged to review and offer edits/recommendations at the next meeting. Once these two documents are revised and approved, they will be submitted to Mayor and Council.

A draft *Legacy Document for New Board Members* was also distributed. This document will be an aid to the incoming Board. Board members were asked to review the document for the December meeting.

Volunteer Event:

The CEO offered to pick up tickets for this event as a convenience to Library Board members who want to attend.

Member of the Public Presentation:

A member of the Public was granted time to make a short presentation to the Library Board.

Recently, there has been much discussion by the public, local media and politicians on the status of the ownership of the Art Walk sculptures. Mr. Probert introduced himself as a past Library Board Member (1995-1998) and offered a history of documented decisions on the artifact ownership of certain publically displayed items. He confirmed that it states in the minutes of June 12, 1990 that the ownership was the Library Board's.

The CEO updated this valuable information stating that the items were donated to the Town just prior to the new library opening.

11. ADJOURNMENT:

MOTION #010-57

**Moved by Deborah McNeely, seconded by Linda Cundari that:
The meeting be adjourned at 8:14 pm.**

Signed _____