



Library Board Meeting

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, June 2, 2011, called to order at 6:57 pm by the Chair.

Present: M.Smith - Chair, M.Kennedy – Vice-chair, Councillor Bartley, Councillor Hilton, J.Gordon, A.Jenkins, D.McNeely, L.Pinnock.

Regrets: Councillor Hargrave.

Staff: C.Nordheimer James and A.Kroepin.

The Chair welcomed members and started the meeting.

1. INTRODUCTION TO ADDENDUM ITEMS:

Under Item #9 - New Business: 9.6 – Provincial Election Tool Kit

2. ADOPTION OF AGENDA:

MOTION - #011-47

Moved by M. Kennedy, seconded by D.McNeely:

THAT the agenda be adopted with the addition.

CARRIED.

3. ADOPTION OF MINUTES: - May 5, 2011.

MOTION - #011-48

Moved by L.Pinnock, seconded by M.Kennedy:

THAT the minutes be adopted.

CARRIED.

4. STAFF PRESENTATION: - Marcia Friginette, Coordinator of Technical Services

M.Friginette outlined her role as Coordinator of Technical Services and the benefits her section provides to staff and the public, such as various upgrades to execute enhancements in the integrated library software system, implementing a virtual reference service, and managing the database of the Sun-Tribune records. M.Friginette networks and educates herself on emerging library trends through conferences, workshops and is in contact with peers and vendors alike.

5. BUSINESS ARISING FROM THE LAST MEETING:

M. Kennedy prepared draft Terms of Reference for the Library Board to review.

Discussion ensued regarding the realistic mandated objectives for the Committees, the flexibility each Committee will have, and the formalization of the Terms of Reference.

Each sub-committee will examine its own Terms of Reference in detail for amendments or recommendations and bring forward to the next Library Board meeting for approval.

5.1 Terms of Reference – Book Sale Committee

- Should be a minimum of 2 Board members on the Committee
- Library receives and delivers boxes of books to the Silver Jubilee for sorting year round; Library and Town staff is under no obligation to perform Book Sale tasks
- Director of Leisure Services will be asked if his staff can transport books on a weekly basis
- Outsourcing, sub-contracting and partnering options were discussed
- Cancellation of the event was discussed, but it was decided to continue as it brings in necessary funds to supplement the Library budget and is a popular community effort.
- A fundraising strategy needs to be formed such as 5-year plan that identifies long-term goals
- J.Gordon stepped forward to represent the Board on the Book Sale Committee

It was suggested that the Book Sale Committee function under the Business Committee. This suggestion will be reviewed further at the September meeting.

MOTION - #011-49

Moved by R.Bartley, seconded by D.McNeely:

THAT J.Gordon be appointed to the Book Sale Committee.

CARRIED.

5.2 Terms of Reference – Business Committee

The Committee has reviewed and edited the document for Board approval in September.

5.3 Terms of Reference – Personnel Committee

The Committee will meet prior to the September 2011 Library Board meeting to review the Terms of Reference and bring forward any recommendations for approval.

5.4 Terms of Reference – Seniors' Sub-committee

M.Smith asked to be on this Sub-committee. Re-appointments will be considered later.

MOTION - #011-50

Moved by M.Kennedy, seconded by L.Pinnock:

THAT M.Smith be appointed to the Seniors' Sub-committee.

CARRIED.

5.5 Terms of Reference – Policy Review Committee

The newly proposed Policy Review Committee will undertake reviewing and updating Library and Administrative policies for Board approval.

5.6 Policy and Procedures, re: complaints and incident reports

There was a recent Patron complaint that accelerated to the Mayor. As per Library procedure, staff informed the CEO of the incident, then the CEO contacted the Patron to discuss further, and as a courtesy, she apprised the Mayor of the incident.

Frequency of various levels of complaints was discussed and the CEO was directed to refresh Library staff on the protocol for complaints and to reinforce procedures.

Suggestions were made to provide a standard feedback form which would include the process to submit a formal letter of complaint. The Board considered inviting the complainant to a Board meeting for a formal presentation/discussion.

6. COMMITTEE REPORTS:

6.1 – Book Sale Committee – Deferred.

6.2 – Seniors Sub-Committee of the Board - See Item 5.4.

6.3 – Whitchurch-Stouffville Library Board Business Committee - See Item 5.2.

7. REPORT FROM COUNCIL – on matters relating to the Library

At present, Council are focusing on the Town's 40th anniversary, but appreciate being aware of the Library's/Leisure Centre's 10th anniversary in September.

8. REPORTS:

8.1 Report from SOLS – None.

8.2 Report from FOPL

L.Pinnock outlined the recent crisis that will reduce and/or cancel Library services in Ontario schools. FOPL is asking all Boards for support by writing letters to the area School Board.

MOTION - #011-51

Moved by L.Pinnock, seconded by D.McNeely:

THAT members approve a letter of support to be sent by the CEO to the School Trustees of both the Separate and Public School Boards.

CARRIED.

9. NEW BUSINESS

9.1 Northern Six Collaboration – Library Document

The CEO submitted a report to the Board on Collaborative Library Initiatives and requested that it be forwarded to the Town’s CAO as an item to be discussed at a future Northern Six meeting. The report specifies present and future initiatives that affect those municipalities and the public service that the libraries supply.

MOTION - #011-52

Moved by S.Hilton, seconded by D.McNeely:

THAT the Collaborative Library Initiatives report be submitted to the Town of Whitchurch-Stouffville’s Chief Administrative Officer, Dave Cash.

CARRIED.

9.2 Budget Process Clarification

M.Kennedy asked for clarification on expenses that Board members and/or staff incur to attend outside meetings and conferences. Individual item expenses are operational decisions.

9.3 Update – Knowledge Ontario

The CEO provided a verbal overview that detailed Knowledge Ontario’s original mandate funded by the Province of equalizing access to Libraries across Ontario. The Ontario government has decided that as of the end of June 2011, they will no longer fund this initiative. By June 15, the CEO needs to inform Knowledge Ontario whether or not WSPL will continue to participate in these collaborative partnerships based on a fee for service.

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|----------------------|---|-------------------------|
| askOn: | - virtual resource provides information from a professional librarian | = \$3,000 |
| Our Ontario: | - hosted database for Sun-Tribune back issues - Library received grant to digitize back issues - Sun Tribune does not have any back issues; depends on Our Ontario/Library for them | = \$5,000 |
| Electronic Resources | - all databases offered by the Library - Currently funded the Province through SOLS; no information yet as to whether or not the funding will be continued after 2011 | = \$2,000 per year/each |

Questions on Partnerships:

- The IT division of the Town will be approached to see if WSPL can host or assist.
- YRMG be asked to donate funds, encourage advocacy or help with lobbying initiatives?
- How many ‘hits’ have been documented on the sites; what is the usage?

9.4 Jane's Walk

This world-wide walk occurs the first week in May and lets the hosting group choose the focus, such as visits to historical, architectural and/or artistic sites. Fred Robbins, resident, and Anna Rose, Downtown Coordinator, would like to offer two walks to the Library in May 2012.

This initiative would raise community profile of the Library and provide an opportunity for partnering. Board members were asked to provide theme suggestions at the September meeting.

9.5 Sculptures

The issue of ownership, maintenance and insurance has been discussed at Library Board meetings since November 2010. Because the expense of maintaining the sculptures is not financially possible for the Library, it is recommended that ownership be absorbed by the Town.

The Town is prepared to take ownership of the sculptures with the understanding that they will be donated outright with no conditions attached.

After much discussion regarding the expense to maintain the pieces, their appraised value, and preparation of a report for Council, the Board made the following motion:

MOTION - #011-53

Moved by D.McNeely, seconded by L.Pinnock:

THAT the Art Walk sculptures be donated outright to the Town of Whitchurch-Stouffville.

CARRIED.

9.6 Provincial Election Tool Kit

Since the next Provincial election is being held in October 2011, FOPL wants to bring lack of Library funding to the forefront as a pressing election issue. The package presented included:

- A sample letter that could be submitted to Town Council asking for resolutions to be passed
- A list of proposed Council resolutions
- A draft letter to the media and one to the Candidate for the Ontario Legislative Assembly
- A survey form to be mailed to prospective Candidates

MOTION - #011-54

Moved by D.McNeely, seconded by M.Kennedy:

THAT the CEO coordinates distribution of the Federal election survey to all prospective candidates.

CARRIED.

10. ROUND TABLE DISCUSSION

Library Board and Administrative Policies:

M.Kennedy discussed the importance of the policies and requested copies to be thoroughly checked. The CEO will provide hard-copies before the next Policy Review Committee meeting.

Outreach Initiative:

Members congratulated the Chair and CEO on their recent WhistleRadio interview representing the best interests of the Library.

Library Building's 10th Anniversary:

The CEO and Leisure Services are serving on a joint Committee to plan this event which is on Friday, September 16, 2011. A barbeque, cake-cutting, free movies and public swim are planned, as well as offering adult puzzle programs. This event is open to the public. The Library will remain open to the public until 9:00 p.m.

11. ADJOURNMENT:

MOTION - #011-55

**Moved by R.Bartley, seconded by L.Pinnock:
THAT the meeting be adjourned at 9:42 p.m.**

CARRIED.

The next meeting is September 1, 2011.

Signed _____