



## Library Board Meeting

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, September 1, 2011, called to order at 7:01 pm by the Chair.

Present: M.Smith -Chair, M.Kennedy -Vice-chair, Councillor Bartley, J.Gordon, A.Jenkins, D.McNeely, L.Pinnock.  
Regrets: Councillor Hargrave, Councillor Hilton.  
Staff: C.Nordheimer James and A.Kroeplin.

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The Chair welcomed the Library Board and 19 members of the public by introducing the Board and reviewing meeting procedures.

**1. INTRODUCTION TO ADDENDUM ITEMS:**

Under Item #3 - Delegations: 3B – Summer Reading Program presentation – A.Houle  
Under Item #10 - “10.5 – Draft Budget 2012” to be moved and renamed as Item #5

**2. ADOPTION OF AGENDA:**

**MOTION - #011-56**

**Moved by D.McNeely, seconded by A. Jenkins:**

**THAT the agenda be adopted with the addendum item and reordering of an item. CARRIED.**

**3. DELEGATION: Funding Group – Arnold Neufeldt-Fast (7:05-7:18pm)**

Mr. Neufeldt-Fast thanked the Board for granting his group the opportunity to make a presentation on what he deemed to be the current lack of funding for the Whitchurch-Stouffville Public Library. Neufeldt-Fast produced statistical information that illustrated that due to underfunding, this Library is grossly below the provincial average in materials, staffing and space, per capita.

The Funding Group has collected 350 signatures on a petition that requests Council to formulate a plan to bring this Library up to minimum provincial standards by 2015:

- He requested that the Library Board endorse moving the expansion date to 2013, instead of 2015 as rescheduled by Council.
- He respectfully asked the Board to discuss their future plan to ensure that full services can be offered based on the future growth of the community.

The Chair complimented Mr. Neufeldt-Fast on his thorough presentation.

The Board discussed the contents of the presentation and wanted further explanation on the sources and references for the data presented. The majority of information was based on the Provincial average in which similar populations that are served by one library facility were compared with Whitchurch-Stouffville. Samples of materials in insufficient supply were poetry and multilingual books (i.e. Italian). One of the major deficiencies in materials is the supply of e-books which are steadily increasing in use.

**MOTION - #011-57**

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

**THAT the report based on the presentation by the Funding Group be received.**

**CARRIED.**

**3.(B) DELEGATION: Summer Reading Program – A. Houle (7:45-7:51pm)**

Anne Houle, Children & Youth Services Coordinator presented the results of the Summer Reading Program sharing that it has increased popularity over the years, especially in the last year with 13,000 books read in 2010, compared to 34,000 books read in 2011. She thanked Circulation staff and the Summer Reading Student Coordinator for their hard work and dedication to enable this program to thrive.

Thanks were also extended to Councillor Bartley, M.Kennedy and the local MPP for distributing prizes to the winners. She thanked the Book Sale Committee for raising the funds to support this program.

She also thanked Michael Kennedy for his time and energy in running the Chess Club every Sunday for many years.

**4. ADOPTION OF MINUTES: - June 2, 2011.**

It was advised that an official motion to adopt the minutes was unnecessary under *Roberts Rules of Order*.

**5. DRAFT BUDGET 2012: - (formerly Item 10.5 on the Agenda) (7:55-8:18)**

The Budget Sub-committee made a presentation outlining three options to be reviewed by the Board:

Option A:

- Attains the same per capita grant level of 2005 at \$30.65 in real 2012 dollars over one year.

Option B:

- Attains the same per capita grant level of 2005 at \$30.65 as in Option A, but extended over a two-year period to achieve a CPI-adjusted per capita grant of \$31.34 in 2013.

Option C:

- Attains the minimum provincial guideline of \$5.18 in materials funding per capita.

*Please refer to the presentation hand-outs for more details.*

Discussion ensued regarding the options, citing that both A and B are based on a 'catch-up' philosophy, whereas Option C is established on the comparison to the Provincial guidelines.

Option C figures are based on the figures in the Guidelines for Public Libraries issued by the Province of Ontario.

After much discussion, Option A was recommended to fulfill the Board's mandate to provide the community the best service on a per capita basis. The Board is fully prepared to work with Council and the media in a proactive manner for the greater good of the Library and its services.

**MOTION - #011-58**

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

**THAT the Board adopt Option A to attain the same per capita grant level of 2005 at \$30.65 in real 2012 dollars over a one year period.**

**CARRIED.**

• **Capital Budget Review**

During this portion of the presentation, the Budget Sub-committee requested that the Board advise if it would recommend moving the Library expansion design from 2014 to 2012 and the construction from 2015 to 2013.

J. Gordon questioned what the outcome would be if the Library continues its current trend in funding, and the consequences to keep things status quo.

R. Bartley suggested that an independent consultant be retained to make recommendations on redesigning the current facility, with the cost to be absorbed by the Library.

D. McNeely stated that there have been many reliable sources that have recommended the immediate need for the expansion, and that only the scheduling to design and build is at question as Town Council has been consistently moving the expansion date further back on an annual basis over the last 3 years. The Customer Satisfaction Survey results from 2007 emphasized the necessity of the expansion. According to the Community Assessment Needs Study, the public outlined the need for the expansion as soon as possible.

The Department of Leisure and Community Services has not formalized any plans for a future expansion of the current Leisure Centre. The lands surrounding the Library may be considered for the future location for a Seniors' Centre. The CEO recommended that the Library should be represented at meetings which involve this possibility, as it greatly affects the Library and its future services.

Fees & Fines:

- The Budget Sub-committee also suggests that the Board recommend no increase or decrease to the current levels of fees and fines in the 2012 budget, under the User Fee by-law.

Non-resident Fees:

- The Committee also recommends that the Non-resident fee be eliminated as it does not generate much money and this initiative may open the door to future discussions of reciprocal borrowing agreements with other libraries.

After much discussion, the following motions were carried:

**MOTION - #011-59**

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

**THAT the Capital Budget be revised to recommend to Council that the design stage of the expansion of the Library be moved from 2014 to 2012, and that the construction date be moved from 2015 to 2013. CARRIED.**

**MOTION - #011-60**

**Moved by D.McNeely, seconded by A.Jenkins:**

**THAT the User Fee by-law reflects no increase or decrease to current levels of fees and fines in the 2012 budget. CARRIED.**

**MOTION - #011-61**

**Moved by D.McNeely, seconded by A.Jenkins:**

**THAT the Non-resident fees be eliminated under the User Fee by-law. CARRIED.**

The Chair thanked the Budget Sub-committee and the CEO for their thorough work on the budget thus far on behalf of the Library Board.

**6. BUSINESS ARISING FROM THE LAST MEETING:**

**6.1 Terms of Reference**

Terms of Reference – Book Sale Committee

**MOTION - #011-62**

**Moved by D.McNeely, seconded by J.Gordon:**

**THAT the Book Sale Committee's Terms of Reference be accepted. CARRIED.**

Terms of Reference – Business Committee

**MOTION - #011-63**

**Moved by M.Kennedy, seconded by A.Jenkins:**

**THAT the Business Sub-committee's Terms of Reference be accepted. CARRIED.**

Terms of Reference – Personnel Committee

It was clarified that the Terms of Reference can be amended in future if the Library Board deems it necessary.

**MOTION - #011-64**

**Moved by M.Kennedy, seconded by A.Jenkins:**

**THAT the Personnel Sub-committee's Terms of Reference be accepted. CARRIED.**

Terms of Reference – Seniors’ Sub-committee

L.Pinnock inquired if seniors’ members are required to be a resident of Whitchurch-Stouffville. The CEO advised that this was changed in 2007 to remove the resident restriction. Much discussion ensued relating to this Sub-committee to include all ages that would represent the entire community. It was suggested that a new Sub-committee be formed as an outreach sub-committee to all members of the community including teens and newcomers and absorbing the Seniors’ Sub-committee in the process.

R. Bartley requested that the CEO provide a report on outreach programs and projects that have been initiated by staff for the next meeting.

**MOTION - #011-65**

**Moved by M.Kennedy, seconded by A.Jenkins:**

**THAT Terms of Reference be prepared for a new Outreach Sub-committee. CARRIED.**

The CEO advised that a Youth Sub-committee exists but has not functioned for years due to low interest by that group. She added that the Seniors’ Sub-committee currently does not include a representative from the Library Board.

D. McNeely interjected that the Seniors’ Sub-committee’s primary function is to coordinate events that are focused on seniors’ interests and it has been very successful in the past years. She recommended that the Seniors’ Sub-committee remain as is.

**MOTION - #011-66**

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

**THAT the Terms of Reference for the Seniors’ Sub-committee be approved. CARRIED.**

Terms of Reference – Policy Review Committee

M.Kennedy and A.Jenkins form this committee that was proposed in the June 2, 2011 minutes to undertake reviewing and updating Library and Administrative policies for Board approval.

This committee was not listed on the distributed “Library Board – 2011 Committees” list in error. A revised version was requested for the next meeting.

Book Sale Committee:

M.Smith asked for his appointment as a member to the Book Sale Committee to be rescinded. Motion #011-44 was carried at the May 5, 2011 Library Board meeting.

The CEO emphasized the hands-on commitment needed from the Library Board in coordinating and running the Book Sale, from delivering the books, to setting up shelves, to advertising. A.Jenkins confirmed that he and his son will continue delivering the books from the Library to the Silver Jubilee for volunteer sorting.

J.Gordon requested a job description that would outline all tasks and responsibilities related to the Book Sale. The CEO and Chair will work on this document and provide it at the next meeting.

Fundraising Committee:

J.Gordon agreed to lead a newly proposed committee dedicated to fundraising. He recommended that the Book Sale Committee be a sub-committee of it.

Terms of Reference are required for the newly proposed Fundraising Committee. J.Gordon volunteered to undertake this task to submit at the next Library Board meeting.

Business Committee:

**MOTION - #011-67**

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

**THAT J.Gordon be appointed to the Business Committee.**

**CARRIED.**

Personnel Committee:

**MOTION - #011-68**

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

**THAT M.Smith, D.McNeely and L.Pinnock be appointed to the Personnel Committee.**

**CARRIED.**

Policy Review Committee:

**MOTION - #011-69**

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

**THAT M.Kennedy and A.Jenkins be appointed to the Policy Review Committee.**

**CARRIED.**

Seniors' Sub-committee:

**MOTION - #011-70**

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

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

**CARRIED.**

**6.2 Jane's Walk**

The CEO described this international event that will occur in May. Fred Robbins has offered to conduct the walk and Anna Rose will help publicize it on behalf of the Library. R.Bartley, being a member of the Downtown Stouffville Business Group, offered to take this initiative to the Downtown Co-ordinator at the next meeting and report back to the Library Board.

R.Bartley announced that he needed to leave the meeting due to an immediate Council/ resident issue. When prompted, R.Bartley stated that there was no Report from Council, and that he had no comments or questions related to the Audited Financial Report.

He left the meeting at 9:10 p.m.

**7. COMMITTEE REPORTS:**

**7.1 – Book Sale Committee** – No report.

**7.2 – Seniors Sub-Committee** – No report.

**7.3 – Business Committee** – No report.

**8. REPORT FROM COUNCIL – on matters relating to the Library** – No report.

**9. REPORT FROM SOLS** – No report.

**10. REPORT FROM FOPL:**

L.Pinnock reported that the Deputy Minister of Tourism and Culture, Steven Davidson, along with the Assistant Deputy Minister, Donna Ratchford, recently had an extensive tour of the Whitchurch-Stouffville Public Library led by the CEO. Their observations and questions reflected a greater understanding of the variety of services that this Library provides to its community.

During Ontario Public Library Week, October 16-22, 2011, the short list for the Provincial Government's annual library awards will be announced. The awards to the winners will be presented at the Awards Banquet at the Ontario Library Association annual conference in February. WSPL has submitted an entry in the past, (based on the Summer Reading Program), but it was found that the submission process consumed a major amount of time and effort.

The Elections Tool Kit has been utilized in that Council passed a resolution advocating increased provincial funding for public libraries. The survey on increased provincial funding for public libraries developed by the Federation of Ontario Public Libraries has been sent to the local Liberal, Conservative, and NDP candidates in the upcoming provincial election. The CEO indicated that a reply to her letter to the YCSB Chair advocating on behalf of school libraries had been received which stated that the YCSB has no intention now or in the future of dismantling school libraries. No reply has been received from Lorelee Carruthers, Trustee of the YRDSB.

## 11. NEW BUSINESS

### 11.1 Annual Report 2010

The CEO submitted this report to the Library Board for approval. Once approved, it will be distributed to the public. Copies will also be available at the Town offices. Answering a question posed by M.Kennedy, the CEO confirmed that the statistics included in the annual report are taken from the annual survey completed online at the end of May each year.

#### **MOTION - #011-71**

**Moved by M.Kennedy, seconded by J.Gordon:**

**THAT the 2010 Annual Report be approved for public distribution.**

**CARRIED.**

### 11.2 Notices of Motion

The notices were presented in preparation for discussion at the October meeting.

### 11.3 Audited Financial Statements

#### **MOTION - #011-72**

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

**THAT the Audited Financial Statements be received.**

**CARRIED.**

The Chair noted that there were only format changes made to the document.

### 11.4 Financial Report

The CEO presented the Financial Report for January to July 2011. M. Kennedy suggested that bar graphs and charts be provided in future to provide Board members with a visual reference. M. Smith requested that the figures be rounded to the highest dollar.

#### **MOTION - #011-73**

**Moved by D.McNeely, seconded by J.Gordon:**

**THAT the Financial Report January-June 2011 be accepted.**

**CARRIED.**

### 11.5 Draft Budget 2012

This items was moved and renamed as Item #5 on the agenda and in these minutes.

## 12. ROUND TABLE DISCUSSION

- **Book Sale:**

This discussion focused on the problem that since it has become such a large-scale event, the Library Board does not have the manpower to coordinate and manage it. The funds that it generates are highly essential in the Library's budget to be able to provide, among other items, the very successful Summer Reading Program.

M.Kennedy suggested that the Library Board contract out the coordinator position as it will alleviate this burden from the board members. To recruit applicants, J.Gordon requested a job description be prepared. The Board discussed the wage that could be offered and decided that a percentage basis might be an acceptable option.

- **Increase Number of Library Board Members:**

A.Jenkins suggested that in light of the Book Sale manpower shortage, plus the addition of new sub-committees, perhaps the Library Board member's numbers will need to be increased. The Chair will discuss this issue with the Mayor and report back at the next Board meeting.

**13. NEXT MEETING DATE:**

The Chair asked the Board if they would recommend rescheduling the next Library Board meeting, as currently the October 6 meeting falls on Election Day. The CEO advised that it is difficult to change meeting dates as the Council representatives have limited free time, and it is imperative that they attend the next meeting due to the sensitivity of the agenda items regarding budget matters and the Book Sale.

The CEO was directed to confirm if the Library Board Council representatives' schedules can accommodate October 11, 12, or 13. She will follow up with the board by September 8 to confirm the next meeting date.

**14. ADJOURNMENT:**

**MOTION - #011-74**

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

**THAT the meeting be adjourned at 10:02 p.m.**

**CARRIED.**

Signed \_\_\_\_\_