

Library Board Meeting

MINUTES

November 1, 2018, 7 p.m.

2 Park Drive, Stouffville



Present: Lloyd Pinnock, Deborah McNeely, Councillor Rick Upton, Bill Slovitt, Sandra Liaros, Anand Daté, Cameron Rogers, Karla McKinley, Margaret Wallace-CEO, Anna Kroepin-Admin Asst.
Absent: Councillor Rob Hargrave.

The Chair, L. Pinnock, welcomed Board members and the new Library CEO Margaret Wallace. He called the meeting to order at 7:05 p.m.

1. INTRODUCTION TO ADDENDUM ITEMS:

Under *NEW BUSINESS*, add:

10.5 – Fire Prevention Report

2. ADOPTION OF AGENDA:

MOTION - #018-062

Moved by D.McNeely, seconded by B.Slovitt:

THAT the Library Board agenda of November 1, 2018 be adopted with a noted addition.

CARRIED.

3. ERRORS & OMISSIONS: Minutes of the Regular Board Meeting: October 4, 2018

On page 2 – *S6.3 – Ontario Public Library Week* – amend “and” to “an”.

MOTION - #018-063

Moved by, B. Slovitt, seconded by K.McKinley:

THAT the minutes of October 4, 2018 be approved with a minor revision.

CARRIED.

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING:

6.3 - Smiley the Therapy Dog – Due to construction delays and deficiencies, the installation of this statue had to be delayed until the Spring 2019. Joanne George, Smiley’s owner, was contacted multiple times as the event could not occur on-site on October 13 as originally planned.

8.3 – Donor Wall – B.Slovitt asked if the signs have been delivered yet and it was confirmed that they have not. Discussion ensued on the delay of the vendor, and steps to rectify this. R.Upton requested that the signage size be based on the donor level. The CEO will follow up with the vendor to bring forth the Board’s concerns.

11.1 – Library Board Recruitment – The deadline to submit applications is Friday, November 2, 2018. Candidate interviews will be conducted over the next three weeks. It is possible that the new Library Board will be installed by the January 2019 meeting since members need Council approval prior to installation, however, the current Board must continue until the new Board is appointed. The next Council meeting is on November 20th and the inaugural meeting of the new Council will be on December 4, 2018.

5. BUSINESS ARISING FROM PAST MEETINGS:

5.1 Ontario Public Library Week – October 15 - 19

The CEO reported that the 22 programs that ran that week were all very well attended with 423 participants. Staff wore WSPL blue t-shirts all week, as well as running the *Food for Fines* initiative.

The CEO also reported on Teen Read Week (Oct. 9 – 14). The teen group (TAG) currently has 10 eager members who decorated the courtyard for Halloween and have creative plans for the Christmas season. These teens are also volunteering in the Recording Studio and the English Language Learning Circle.

5.2 Stouffville Reads Event – November 8, 2018

At this point, 35 tickets have been sold; the Coordinator of Community Engagement is working with the facility to ensure they can create a welcoming, intimate feel for the event. It was noted that since Jim Mason was unavailable to Emcee on the rescheduled date, John Relph recently confirmed that he would undertake this task.

The CEO listed all the promotional strategies to ensure that the community is aware of the event. Staff is ensuring that patrons are aware of it was well. R. Upton will provide an easel for the Library to display additional promotions of this event.

The CEO asked the Board to consider holding this event every 2 years instead of annually. This will create more general interest, plus allow for additional planning time, sponsorship enlistment and collection of Silent Auction items. She suggested that the timing could be planned not to conflict with future municipal elections. She also proposed to hold the private event at the library. The CEO will investigate liquor license requirements and work within the Town By-laws.

C.Rogers recommended that this decision should be up to the new Board members as the events will occur over their term.

6. COUNCIL CONNECTS: No report.

7. COMMITTEE REPORTS:

7.1 Business Committee:

a) Financial Report Operating Budget – Jan. – Sept. 2018
The CEO noted that this report is only until the end of September.

b) Update on 2019 Budget

Operating Budget:

The CEO has attended 3 meetings with the Town's CAO and Finance Staff to review every line item in the Library's Operations and Capital Budgets. To summarize, staffing, collections, and program revenues were the main items of interest. Through this collaborative experience, she presented to the Board a revised version of the 2019 Operating Budget that will reduce the annual Town grant budget request from 15.8% to 0.8%.

She referred to last year's CAO's report to Council and offered to forward it to the Board. In that report, the CAO created and recommended his formula that calculated the per capita percentage for the Library's Town Grant for collections, and is as follows:

2018 per capita amount of \$4.82 x 3% CPI for 2019 = \$4.96 per capita for 2019
1,617 projected growth for 2019 + 48,940 2018 population = 50,557 projected population
50,557 x 4.96 = \$250,762.72 for 2019

M. Wallace will follow up with the CAO to procure a clearer understanding of the level of support that the Town provides to WSPL.

Much discussion ensued on the Reserves Fund, its' history and intended use. The CEO noted that some of the Reserves Fund will need to be used towards the library's 2019 budget.

The CEO has already prepared a program audit that has been used to help the budget discussion with Town staff. R. Upton suggested that she also prepare a comparison report reviewing what other York Region libraries charge for programs.

MOTION - #018-064

Moved by, C. Rogers, seconded by A. Daté:

THAT the 2019 revised Draft Operating Budget be approved as presented.

CARRIED.

Capital Budget:

The CEO outlined 5 items that were missing from the 10 year Capital Budget plan, including replacement for the Automated Materials Handling unit. These items are necessary to incorporate to ensure appropriate funds are available in the future for replacement and/or repair.

MOTION - #018-065

Moved by, D. McNeely, seconded by B. Slovitt:

THAT the 2019 revised Draft Capital Budget be approved as presented.

CARRIED.

7.2 Human Resources Committee: No report

7.3 Fundraising Committee:

• **Donor Wall:**

B.Slovitt was given the revised Donor Wall brochure to review. He will submit his edits to staff.

8. REPORT FROM SOLS:

S.Liaros cannot attend the next meeting on November 3, 2018 in Whitby. M. Wallace will find out if CEO's are able to attend. If so and if she is available, she will represent WSPL at it.

9. REPORT FROM FOPL: No report

10. NEW BUSINESS

10.1 2019 Board Meeting Schedule & Holiday Library Hours

It was requested that the Board Meeting Schedule continue to hold meetings on the first Thursday of each month, except for July and August 2019.

Regarding the Holiday Library Hours, the CEO would like to conduct a Staff Development Day on April 22, Easter Monday. She assessed that the Library can close without a large impact on the community as most government offices are closed that day.

MOTION - #018-066

Moved by, B. Slovitt, seconded by K. McKinley:

THAT the Board approves the 2019 Board Meeting Schedule and Holiday Library Hours, including the closure for a Staff Development Day. CARRIED.

10.2 New WSPL Website

The CEO reported that the single-sourced company that was contracted to undertake the redesign and maintenance of the Library's website has not fully delivered, especially with online registration that was supposed to be activated by April 2018. She has contacted Faron to discuss this matter and it was concluded that the company will be retained to only complete the redesign of the website by November 30, 2018. A 3rd party will be sourced to efficiently complete the online registration, room booking and online payment options. The Board agreed with this arrangement.

10.3 Donation Wish List

This document was distributed to the Board with a current balance of \$15,000. M. Wallace included a balance sheet with suggested revisions as some items should be moved to either operating or capital expenses.

MOTION - #018-067

Moved by, B. Slovitt, seconded by D. McNeely:

THAT the Donation Wish List be approved with the exception of the PA System, which should be purchased through the Capital Reserves Fund. CARRIED.

10.4 Policy Reviews

The CEO explained that to efficiently manage the Library, the operational tasks in the policies need to be eliminated as the Board's role is to govern the Library not deal with the day-to-day operations. The following policies require the most immediate changes:

OP 05 - Interlibrary Loans	
OP06 – Programming	
OP08 – Meeting Rooms	
OP12 – Membership (formerly <i>Circulation</i>)	CEO recommended that the title be changed to “Membership” to ensure a clearer understanding of the subject of the policy
GOV07 – Financial Governance	Fees are operational, expect for rental fees which will need Board approval for any changes. C.Rogers requested that the Fees be available on WSPL’s website; The CEO will ensure that this is completed. The CEO noted that Appendix B was done in 2006; needs to be completely overhauled. This will be coming to a future meeting.

MOTION - #018-068

Moved by, D. McNeely, seconded by A. Daté:

THAT the Board approve that recommended operational points to be eliminated in Library Policies OP05, OP06, OP08, OP12 and GOV07, and the recommended additions be added. CARRIED.

10.5 Fire Prevention Officer

Fire Prevention conducted a site visit on October 31st. M. Wallace contacted Rob Raycroft who was the lead of the building expansion, to inform him of the visit. Mr. Raycroft assured the CEO that any concerns will be corrected as soon as possible.

11. ROUND TABLE DISCUSSION:

Tracking System for Programs

A. Daté asked if there could be a tracking list of the amount of people on wait lists for library programs. The CEO informed the Board that staff do keep a wait list, and when full, offer to host additional sessions of the program.

12. NEXT REGULAR BOARD MEETING: Thursday, December 6, 2018

13. ADJOURNMENT

MOTION - #018-069

Moved by B.Slovitt, seconded by C. Rogers:

THAT the meeting be adjourned at 9:40 p.m.

CARRIED.

Signed: _____

Date _____