

**Library Board Meeting**  
**MINUTES**  
**January 4, 2018**



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Present: Lloyd Pinnock, Deborah McNeely, Cameron Rogers, Sandra Liaros, Bill Slovitt, Anand Daté, Karla McKinley, Councillor Rick Upton, Councillor Rob Hargrave, Carolyn Nordheimer James-CEO, Shonna Froebel  
Regrets: Anna Kroeplin.

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The Library Board meeting was called to order by the CEO at 7:00 p.m.

**1. INTRODUCTION TO ADDENDUM ITEMS:**

Add under Item #10 – *Report from FOPL – OLA Call to Action*

**2. ADOPTION OF AGENDA:**

**MOTION - #018-001**

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

THAT the Library Board agenda of January 4, 2018 be adopted with the noted addition.

CARRIED.

**3. ERRORS & OMISSIONS: Minutes of the Regular Board Meeting: December 7, 2017**

A.Daté requested that the following be formally included in the December Board minutes under Item # 7.1:

*“A. Date indicated a concern that as a Board Member, he wished to support a proposed budget that would provide sufficient staff and programs not only for a community of the current size but also to meet the needs of future residents.”*

**MOTION - #018-002**

Moved by, S.Liaros, seconded by B.Slovitt:

THAT the minutes of December 7, 2017 be approved with the noted revision.

CARRIED.

**4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING:**

**Board’s Staff Appreciation Event:**

Details of options for the venue, budget and menu were discussed. The proposed date is March 28, 2018. R.Hargrave and C.Rogers are to coordinate this event.

**WSPL Website**

As directed by the Board, L.Pinnock authorized the contract for WSPL’s website upgrades with the Faren Agency.

**5. APPOINTMENTS OF CHAIR AND VICE CHAIR AND COMMITTEE MEMBERS**

**BOARD CHAIR POSITION**

The CEO called for nominations for the position of Chair of the Whitchurch-Stouffville Public Library Board for the calendar year 2018.

**MOTION - #018-003**

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

THAT L.Pinnock be nominated for the position of Chair of the Whitchurch-Stouffville Public Library Board for the calendar year 2018.

CARRIED.

Lloyd accepted the nomination. The CEO called two more times for nominations for the position of Chair before closing the nominations when no other nomination was received.

**MOTION - #018-004**

Moved by C.Rogers, seconded by K.McKinley:

THAT Lloyd be appointed by acclamation as Chair of the Whitchurch-Stouffville Public Library Board for the calendar year 2018.

CARRIED.

**BOARD VICE-CHAIR POSITION**

The CEO called for nominations for the position of Vice-chair of the Whitchurch-Stouffville Public Library Board for the calendar year 2018.

**MOTION - #018-005**

Moved by S.Liaros, seconded by K.McKinley:

THAT D.McNeely be nominated for the position of Vice-chair of the Whitchurch-Stouffville Public Library Board for the calendar year 2018.

CARRIED.

Deborah McNeely accepted the nomination. The CEO called two more times for nominations for the position of Vice-chair before closing the nominations when no other nomination was received.

**MOTION - #018-006**

Moved by S.Liaros, seconded by R.Hargrave:

THAT D.McNeely be appointed by acclamation as Vice-chair of the Whitchurch-Stouffville Public Library Board for the calendar year 2018.

CARRIED.

**BOARD SECRETARY-TREASURER**

**MOTION - #018-007**

Moved by S.Liaros, seconded by B.Slovitt:

THAT Carolyn Nordheimer James, Whitchurch-Stouffville Public Library CEO, be nominated to continue as the Board's Secretary-Treasurer for the calendar year 2018.

CARRIED.

**BOARD COMMITTEE MEMBERS**

Current members of committees agreed to continue in their committee roles in 2018, as follows:

**MOTION - #018-008**

Moved by R.Upton, seconded by R.Hargrave:

THAT the Board approves the current members on the **BUSINESS COMMITTEE** to continue their roles for the calendar year of 2018, being D.McNeely, C.Rogers, B.Slovitt and K.McKinley.

CARRIED  
UNANIMOUSLY.

**MOTION - #018-009**

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

THAT the Board approves the current members on the **HUMAN RESOURCES COMMITTEE** to Continue their roles for the calendar year of 2018, being LPinnock, D.McNeely and S.Liaros.

CARRIED  
UNANIMOUSLY.

**MOTION - #018-010**

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

THAT the Board approves the current members on the **FUNDRAISING COMMITTEE** to continue their roles for the calendar year of 2018, being B.Slovitt, K.McKinley, R.Hargrave and S.Liaros.

CARRIED  
UNANIMOUSLY.

The CEO thanked members for giving their time and commitment to the Board committees and then vacated the chair for Library Board Chair to assume. L.Pinnock, Chair, thanked the Board members for their support and work, and he looks forward to the coming year with the main challenges being WSPL's 2018 Budget and the occupancy of the expanded Library in March.

**6. BUSINESS ARISING FROM PAST MEETINGS:**

**6.1 – Library Statistical Report**

The Library Statistical Report up to November 16, 2017 was accepted as presented. Discussion ensued and it was agreed that these reports be brought to the Board on a quarterly basis. The Board requested that variance comparison figures from the previous year be added to the reports.

**6.2 – Library Expansion Update:**

The Board Chair reported on the January 3<sup>rd</sup> Steering Committee meeting where Rob Raycroft confirmed that he is submitting a report to Council on January 16<sup>th</sup> regarding the status of the expansion project and its' funding. At the Steering Committee, Mr. Raycroft discussed the added expenses influenced by unplanned items such as the necessity of Enbridge to install a new gas line to accommodate increased usage by the new facility. The Library opening in April 2018 is a high priority, although other areas of the building may not be operational at that time. The Grand Opening of the entire building is still confirmed for June 2, 2018.

The Board was also informed that the FF&E came back over-budget, but money is available for that contingency.

B.Slovitt suggested that feedback be prepared by the Board after the expansion, which will provide valuable information on the expansion experience so that the Town can learn from and apply it to future developments.

**7. COUNCIL CONNECTS:**

Councillors Upton and Hargrave confirmed their support of the Library's budget, and will work to gain support of fellow Councillors. R.Hargrave raised the issue of using of the Library D.C.s for other municipal projects.

A.Daté reiterated that originally the Library Board had put forward a budget that would have provided an adequately sized library to serve residents, but Council had reduced the size of the expansion. With the current library budget submission, WSPL is being asked to compromise on the needed staff numbers. S.Liaros noted that the optics of the Library opening without enough staff to run programs may reflect negatively on Council. R.Hargrave pointed out that Council actually approved the expansion plans that included sufficient staffing to provide quality services for residents. He added that during the public consultations at the start of the expansion project, residents indicated strongly that they wanted the focus of the expanded library to be on additional programming for all ages.

B.Slovitt offered to forward an email to Councillors R.Hargrave and R.Upton that contains summarized Library budget items. The Board Chair asked the Councillors about the budget approval process, but they could not answer since the new Town CAO has instituted a completely new budget format this year.

**8. COMMITTEE REPORTS:**

**8.1 Business Committee:** - No report.

**8.2 Human Resources Committee:** - No report.

**8.3 Fundraising Committee:**

- R.Hargrave reported that his contacts to donate to the library is going well.
- B.Slovitt reported that Long & McQuade has agreed to the terms to help offset the costs for the new recording studio in the Innovation Space. They look forward to working with Library staff to plan programming. The CEO will send Long & McQuade a purchase order number to order the equipment at the end of January, for delivery in mid-March.
- It was noted that the Lion's Club already donated funds for two Early Literacy computers in the children's area, and that PACE Credit Union made a significant donation for the Teen area.
- The future of the Book Sale will be discussed at a later date.
- The Donor Wall will be discussed at the February Library Board meeting.

**9. REPORT FROM SOLS:** - No report.

**10. REPORT FROM FOPL:**

A.Daté received a message from Stephen Abram, President of FOPL regarding OLA's call to action to approach MPPs to increase support for additional library funding. He noted that webinar training will be provided to those undertaking this task. A.Daté is looking into setting up a meeting with Dr. Helena Jaczek, MPP.

## 11. NEW BUSINESS

### 11.1 Partnership with SIT

S.Froebel, WSPL's Manager of Library Services, reported that she has met with managers at the *Strategic Information Technology* (SIT) company to promote WSPL's membership attributes for their business and raise awareness of library resources. A.Daté asked if she could approach other local businesses, and he will provide the contact information.

### 11.2 Budget Strategy Discussion

This was discussed under item #7. – Council Connects.

### 11.3 New Horizons for Seniors Grant

WSPL has received approval of this grant application in the amount of \$24,860 from the Federal government that will permit the library to provide a dedicated trainer to work with seniors in upgrading their computer skills. Partners in this initiative include Parkview Home and Stouffville Creek Residence to provide the seniors, and Stouffville District Secondary School to provide students to work one-on-one with seniors in a group setting.

### 11.4 – Policy Reviews

The following policies will each have this revision: “*Policy Review Date: January 4, 2018*”, and the “*Next Review Date: January 2022*”. The CEO outlined her suggestions to revise each of the policies.

#### **MOTION - #018-011**

Moved by C.Rogers, seconded by S.Liaros:

- THAT AP05 – *Acting Pay Policy* be approved with noted revisions, and;
- THAT AP08 – *Overtime Policy* be approved with noted revisions, and;
- THAT AP47 – *Membership Policy* be approved with noted revisions, and;
- THAT OP08 – *Meeting Rooms Policy* be approved with noted revisions, and;
- THAT OP17 – *Rules of Conduct – Patrons* be approved as presented.

CARRIED.

#### **AP48 – Job Evaluation Policy**

It was recommended that this policy be revoked as it contains redundant material.

#### **MOTION - #018-012**

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

- THAT AP48 – *Job Evaluation Policy* be revoked.

CARRIED.

## 12. ROUND TABLE DISCUSSION:

B.Slovitt noted that staff did an excellent job to communicate the elimination of the Library's resource *Overdrive* which was replaced by Cloud Library.

- He asked if the funds once used for Overdrive could be funneled toward more Cloud Library content.
- He also requested to see more public communication of the benefits of this change.

The CEO explained to the Board the reasoning and timing of this change.

## 13. NEXT REGULAR BOARD MEETING: Thursday, February 8, 2018. (*Reminder: 2<sup>nd</sup> Thursday of the month*)

## 14. ADJOURNMENT

#### **MOTION - #018-013**

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

- THAT the meeting be adjourned at 8:35 p.m.

CARRIED.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_