

**Library Board Meeting  
MINUTES**

**December 13, 2018, 7 p.m.  
2 Park Drive, Stouffville**



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

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The Chair, L. Pinnock, welcomed Board members and called the meeting to order at 7:00 p.m.

**1. INTRODUCTION TO ADDENDUM ITEMS:**

None.

**2. ADOPTION OF AGENDA:**

**MOTION - #018-070**

Moved by B.Slovitt, seconded by A.Daté:

THAT the Library Board agenda of December 13, 2018 be adopted as presented.

CARRIED.

**3. ERRORS & OMISSIONS: Minutes of the Regular Board Meeting: November 1, 2018**

None.

**MOTION - #018-71**

Moved by A.Daté, seconded by B. Slovitt:

THAT the minutes of November 1, 2018 be approved as presented.

CARRIED.

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

**Nov.1, 2018 Minutes – Item # 5.2 – Stouffville Reads Event**

The CEO reported that this event raised just over \$3,200. Congratulations were extended to the Board committee and Library staff who diligently worked on this event by the Chair and CEO. The theme for 2019 is “Great Inventors” to tie into the Library’s new STEAM program.

**Nov.1, 2018 Minutes – Item # 7.1 (b) – Operating Budget**

Under this subject, Councillor Upton asked for a comparison report that reviews what other York Region libraries charge for programs. The CEO distributed and reviewed her report based on the Northern 6 libraries. The conclusion was that N6 libraries rarely charge for programs, and never for core programming. M.Wallace will include this report in the library’s budget submission to Council.

**Nov.1, 2018 Minutes – Item # 10.5 – Fire Prevention Officer**

B. Slovitt asked for an update on the Fire Prevention Officer visit from last meeting. The CEO reported that Fire Prevention conducted another on-site visit in November following up from the initial October 31<sup>st</sup> visit. Facility Maintenance accompanied the walk-through. Corrections have been completed that were within the scope of Library staff. Rob Raycroft is contacting the expansion contractor to rectify larger deficiency issues. M. Wallace highlighted the importance of the Library being involved in any large design changes/improvements to ensure WSPL’s needs are met while ensuring compliance with the Fire Code.

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

None.

**6. COUNCIL CONNECTS:**

Councillor Upton shared that there will be an increase in new development over the next 4 years in Stouffville. The Library will be a pivotal part of attracting new residents.

## 7. COMMITTEE REPORTS:

### 7.1 Business Committee:

#### 7.1.1 Budget Status Report

The CEO reported that Senior Management Team (SMT) has finalized their portion of operating budget preparations this week, although she is waiting for the final department allocations report. An additional budget line item titled "Internet" needs to be included as the Town has been supplementing the cost of new fiber optic lines since April 2018. The approximate expense is \$800 /month.

M. Wallace reviewed the projected expectations from the Town's CAO to increase fees for library programs. Discussion ensued on the importance to residents and businesses of available library services. A.Daté highlighted that the library has recently doubled in size and increased its' number of programs, with only 4 additional part-time staff hired to help.

#### 7.1.2 Budget Motion

B.Slovitt reported that the Board's Finance Committee met with the CEO to work on strategies that will enable staff to work efficiently by delegating operational responsibilities to the CEO.

#### **MOTION - #018-72**

Moved by B. Slovitt, seconded by R.Upton:

THAT the CEO be authorized to make any necessary adjustments to the budgets, with the concurrence of the Chair, prior to final submission to Council, and;

THAT the CEO will present the final submitted budget and review any changes with the Board at the next scheduled Board meeting. CARRIED.

### 7.2 Fundraising Committee:

B.Slovitt will send a quote to the CEO on the final cost of the Donor Wall which will include past donors, present ones and current sponsors. All will be invited to the official unveiling, date to be determined. Donations will be continue to be accepted as additional names can be easily added to the Donor Wall.

Brochures are available at the Library and on WSPL's website. A.Daté suggested that the Fundraising Committee contact a certain high-end potential sponsor. He will provide the contact information.

## 8. REPORT FROM SOLS:

Deferred. A written report will be sent in the next Board package.

## 9. REPORT FROM FOPL:

Deferred. A written report will be sent in the next Board package.

## 10. NEW BUSINESS

### **10.1 Library Holiday Hours – Dec.24 & 31, 2018**

The CEO reported that she recently found out that the Leisure Centre and the Gallery will close at 12 p.m. on December 24<sup>th</sup> and December 31<sup>st</sup>, due to Christmas Eve and New Year's Eve holidays. Due to this change, she proposed that the library open at 9 a.m. (instead of 10 a.m.) and close at 12 p.m. on each of those dates.

#### **MOTION - #018-73**

Moved by A.Daté, seconded by B. Slovitt:

THAT the Library's operating hours be modified to open and close early on December 24<sup>th</sup> and December 31<sup>st</sup> from 9 a.m. – 12 p.m. which will be in alignment with rest of the building's operating hours. CARRIED.

WSPL will post these new hours on the website and throughout the library, plus will provide the information to the Town to include with their regular holiday notifications to the community.

Going forward, the CEO and Director of Leisure Services have committed to open communication that will ensure future operating hours of the entire building meet the needs of the community.

Discussion ensued on the traditional closure of the Library during the Strawberry Fest weekend in July. The CEO informed the Board that WSPL is now in partnership with the Strawberry Festival Committee to provide meeting space in exchange for a free booth at the event. WSPL staff will also provide free story-times that weekend.

### **10.2 Bridge Technology Assessment**

Deferred.

### **10.3 Appointment of New Board**

The Chair reported that 7 candidates were unanimously selected after 12 applicants were interviewed by a formal committee that included the Chair, CEO and Town staff. Council approved the recommended candidates as the new Library Board members, but at this time, their names have not been released by the Town Clerk.

It was noted that only 1 Council Member will be on the Library Board instead of 2. As this creates a vacancy for an additional community representative, one of the other five candidates interviewed will be approached by the Town. Councillor Upton shared that in fact 2 Council members will divide Board responsibilities by each serving for two consecutive years in the 4 year term.

### **10.4 Annual Report**

An update to the 2017 Annual Report was presented to the Board and discussed.

#### **MOTION - #018-074**

Moved by A.Daté, seconded by S.Liaros:

THAT the 2017 Annual Report be updated as recommended.

CARRIED.

### **10.5 Policy Review: GOV07 – Financial Governance**

B.Slovitt, C.Rogers and the CEO recently met to review GOV07. In order to reduce the administrative burden on the CEO and to modernize spending approvals to be in sync with the Town, B.Slovitt brought forward the recommended adjustments that would enable the Library's CEO to function at the same responsibility level as a Town Director. It was noted that the Library's Procurement policy will be based on the Town policy with controls in place. Most spending authority levels were kept under the Town's equivalent limit but did increase from the library's previous limit. S.Liaros questioned the validity of Appendix A. All agreed to remove it.

#### **MOTION - #018-075**

Moved by, B.Slovitt, seconded by A.Daté:

THAT the recommended revisions to Policy GOV07 be approved as presented.

CARRIED.

## **11. ROUND TABLE DISCUSSION:**

### **Audit 2019**

The CEO advised the Board that Brian Parrott, Director of Finance/Treasurer will be invited to attend the February Board meeting to propose audit options. M.Wallace confirmed to members that according to the Municipal Act, the Library is required to have annual audits, but there may be options to be a part of the Town audit.

She also noted that Roman Martiuk, CAO will be invited to the March Library Board meeting.

**Board Chair**

L.Pinnock sincerely thanked Board members and staff to have served on the Library Board for the last 8 years. It was an honour and a pleasure. Board members thanked The Chair for his dedicated volunteer service.

**12. NEXT REGULAR BOARD MEETING:** Thursday, January 3, 2019

**13. ADJOURNMENT**

**MOTION - #018-076**

Moved by B.Slovitt, seconded by A.Daté:  
THAT the meeting be adjourned at 8:05 p.m.

CARRIED.

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

Date\_\_\_\_\_