

Library Board Meeting
MINUTES



February 7, 2019, 7 p.m.
2 Park Drive, Stouffville

Present: Sandra Liaros, Bill Slovitt, Anand Daté, John Relph, Councillor Sue Sherban, Nadine Williams, Bob Power, Margaret Wallace-CEO, Anna Kroepin-Admin Asst.
Regrets: Glyde MacLennan.
Guests: Shonna Froebel – Manager of Library Services, Anne Houle – Coordinator of Children’s Services, Marcia Friginette - Coordinator of Service Delivery, Jeff Bennett – Digital Services Librarian, Catherine Arthurs – Teen Services Associate.

1. CALL TO ORDER:

S.Liaros, Chair, welcomed the Board and guests, and then called the meeting to order at 7:05 p.m.

2. INTRODUCTION OF NEW BOARD MEMBER:

The Chair proceeded to introduce new Board members, Conrad Lee and Bob Power.

3. INTRODUCTION TO ADDENDUM ITEMS: None.

4. ADOPTION OF AGENDA:

MOTION - #019-012

Moved by J.Relph, seconded by B.Slovitt:

THAT the Library Board agenda of February 7, 2019 be adopted as presented.

CARRIED.

5. GUEST: Brian Pirvu, Constituency Assistant to MPP Paul Calandra:

Mr. Pirvu will not be attending this meeting since MPP Paul Calandra would like to visit WSPL personally. The CEO has arranged a private tour for the MPP in March.

6. ERRORS & OMISSIONS: Minutes of the Regular Board Meeting: January 3, 2019:

MOTION - #019-013

Moved by N.Williams, seconded by A.Daté:

THAT the minutes of January 3, 2019 be approved as presented.

CARRIED.

7. MATTERS ARISING from MINUTES of the PREVIOUS MEETING:

The Chair confirmed that the following requests during the last Board meeting were completed:

- Fire Prevention – emails and reports forwarded to Councillor Sherban
- Friends of Library Group – Finance Committee will discuss their report under 10.1 on tonight’s agenda.
- STEAM Launch – (Science, Technology, Engineering, Arts, Math) This event was extremely well attended by 462 visitors. The CEO thanked senior staff members who volunteered their time to work this event, as overtime is not in the library’s budget.
- Grant opportunity – “Can Code” – The CEO provided some Board members with contact information for this opportunity to apply for free books on coding for girls.

- Larry Moore Challenge OLA (Ontario Library Association) – The CEO announced that WSPL recently won this prestigious award which was open to libraries across Canada. She thanked Kate Scheiers, Coordinator of Programming for her very effective presentation of WSPL’s new STEAM initiatives at the OLA’s Conference’s “Dragon’s Den” competition.

The Larry Moore Challenge is celebrating their 25th anniversary, as such they doubled the prize amount to \$5,000. WSPL will use it to support its’ STEAM program.

The CEO noted that along with news coverage of this 1st Place win, the Mayor announced it in Council and a local newspaper contacted the CEO to discuss and find out WSPL’s future endeavours. WSPL and OLA have posted the announcement on social media as well.

The Chair congratulated WSPL staff for their excellent work.

8. BUSINESS ARISING from PAST MEETINGS:

8.1 Board Orientation – Session 2

The CEO presented the second orientation to the Board that included the Mission Statement, Role of the Library, Service Areas and an Organizational Chart. She distributed a copy of the Power Point presentation.

Discussion ensued on the value of marketing and promoting library programs to increase participation.

B.Slovitt and A.Daté reported that the past Board attempted to procure approval of a Marketing staff member during each yearly budget processes, to no avail. Temporary internships were looked at, but it was determined that effective marketing requires continuous dedication to make an impact on effective ongoing service levels.

The CEO introduced each staff member in attendance at the Board meeting. They each described their key roles and responsibilities that they provide, as part of the orientation.

Anne Houle – Coordinator of Children’s Services:

She has worked for WSPL since 2001 and currently has 3 dedicated staff members who plan, organize and conduct programs for children aged 0 – 12 years-old. A summer student is also hired to conduct the popular Summer Reading Club as well that will be themed around STEAM programs.

Ms. Houle reviewed specific children’s programs including the March Break special demonstrations that have been funded by the Lions Club.

Catherine Arthurs – Library Associate:

She organizes and works with teen services (14-18 years-old) and will be extending programs to tweens (11-13 years-old). The TAG (Teen Advisory Group) has been very successful in creating teen programs and supporting the library by helping as much as they can. Student Pages have been recruited through the TAG group that helped to identify hard-working, dedicated students.

Ms. Arthurs discussed the high use of the Innovative Space and Recording Studio. She spoke about Teen Tech Week and outreach programs that introduce students to the library’s resources and enables them to procure library cards.

B.Power offered to arrange a professional Sound Recording Technician to conduct a training session/demonstration in the Recording Studio, and N.Williams suggested a music scholar who may be available in the summer as well to impart their knowledge.

Shonna Froebel, Manager of Collections & Support:

Ms. Froebel shared the many resources available to adults in-house and online that support personal and professional endeavours. She discussed adult programs, outreach initiatives and business resources that WSPL has been building to increase usership and participation.

She discussed her role in collections development and how she's able to ascertain community needs to direct what collection items WSPL offers. Topics included acquisitions, library management system, security measures to protect collections, the Internal reservations system and facility maintenance.

Jeff Bennett – Digital Services Librarian:

Mr. Bennett's mandate is to acquire and run interesting, educational, and engaging digital services for all ages, creating effective user experiences. As examples, Lynda.com and Mango languages are valuable resources that provide life-long learning opportunities. He noted that WSPL now uses Cloud Library to ensure easier user experience for eBooks. The Senior's iPad course has been very successful which teaches basic social media to seniors and is supported by a New Horizon's Grant by the Federal government.

WSPL's website is currently being refreshed and will offer firstly a temporary online registration option, then a dedicated, permanent one.

Mr. Bennett also heads up the Innovative Space with the 3D printer and green screen and conducts programs in the Recording Studio.

Marcia Friginette, Coordinator of Service Delivery:

Ms. Friginette focuses on WSPL's core values, how we serve our patrons, and how we conduct ourselves to ensure quality customer service. She is part of the team that develops policies and procedures and ensures that staff is fully trained and updated on all of the resources that the library offers.

Ms. Friginette is in charge of employee schedules to ensure that there are enough staff on-site to support programs and shifts.

The Chair and CEO thanked staff for their outstanding work to ensure the success of the library. Staff was excused from the meeting at 9 p.m.

8.2 Library Statistics: Year-end Report, January – December 2018

The CEO distributed a copy of the year-end report and reviewed the percentage differences from 2017 to 2018.

8.3 CEO Report – Fire inspection Update

The CEO provided her Fire Inspection report and highlighted the main priority of the planned installation of a fire box to enclose the book drops. The Fire Department has issued orders to close the book drops immediately due to potential fire hazard and concern for staff safety if a fire were to occur. Closure signage has been erected in front of the external slots of the book drops, in anticipation that the fire box will be installed very soon. Options are being investigated on temporary free-standing book drops. The CEO and the Coordinator of Service Delivery will be consulted during the design stage of the new fire boxes.

The CEO noted that she has overseen the installation of CO2 alarms throughout the library to support the safety of staff and patrons.

8.4 CEO Report – Program & Program Fees Report

The CEO prepared this report for the Board's understanding of what WSPL charges for including fines, programs and rental space.

B.Power asked how many wait lists there are, and why there are obstacles in not providing more spaces for programs which would enable the library to make more money. M.Wallace explained that wait lists are created due to many factors such as limited room capacity, supervision ratio of staff to children, and/or technology availability (i.e. 5 units of the "Makey Makey" equipment). When wait lists are created, once there are half the required registrants, an additional program is offered. If an existing participant drops out of a program, the 1st person on the wait list is contacted to fill the spot.

A.Daté added that the past Board examined the demand for programs and determined that the library's primary goal is to provide quality service, not to make money.

The Board asked for data on wait lists. The CEO explained that these lists are entered manually in Excel, so there is no way to get historical information. New software for the on-registrations will eventually provide wait list reports. She assured the Board that wait lists will be fully discussed during the Strategic Plan review.

9. COUNCIL CONNECTS

Councillor Sherban shared that the Town has recently been included in a study looking at municipal fees charged comparing the 9 municipalities in York Region. (Vaughan, Richmond Hill, Markham, Whitechurch-Stouffville, Aurora, King City, Newmarket, Georgina, & East Gwillimbury). The latter six are considered the "Northern 6" or N6).

She congratulated WSPL for coming in 1st place in OLA's Larry Moore Challenge.

She is actively looking for more donations from businesses and the community.

10. COMMITTEE REPORTS

10.1 Finance Committee

The CEO reported that the Town's CAO will be presenting the Library's budget to Council on February 26th. Discussion ensued on the appropriateness of Town staff representing WSPL's best interests in presenting its budget, as the Library is not a Town department and is requesting a grant from the Town. All were in agreement that the Library Board prefers the Library's CEO and Board Chair to present its' budget.

Councillor Sherban will look into the protocol to have the Library's CEO present the budget. (It was noted that the current Town CAO is retiring in June 2019.)

B.Slovitt pointed out some concerns that he has with the current budget. Discussion ensued on the Library's Reserves Fund in which the CEO explained that it is required to absorb additional costs over-and-above insurance coverage for fire, flood, structural or equipment damage, etc. Reserve funds have been built from fines, fees and donations over the years. In the last few years, however, the Town has used the Library's Reserve Fund toward the library's Town Grant. B.Slovitt highly recommended that a Board Policy be created on 'WSPL's Reserves Fund'. The CEO recommended a Terms of Reference.

11. REPORT FROM SOLS: (Southern Ontario Library Service)

S.Liaros read her report and will send it to the Board (via staff) to B.Power and N.Williams. Her report included, but not limited to resources for municipal Councillors, newsletters, Ministry statistics and the OLBA report.

She asked if any Board member would like to be the SOLS representative of WSPL, as she is stepping down from this responsibility. It was noted that SOLS meets twice a year at one of the 'Northern 6' libraries within York Region. B.Power volunteered to be the SOLS Representative.

12. REPORT FROM FOPL: (Federation of Public Libraries)

A.Daté described FOPL as a group that advocates, markets and educates government levels on the value of public libraries and often lobbies at Queen's Park in the best interest of Ontario libraries. Continuing WSPL's membership in FOPL is valuable as it presents one voice benefiting all public libraries.

A.Daté offered to continue in his role as representative of WSPL on FOPL if no other Board member would like to take it on. N.Williams expressed her interest in this position, and it was agreed for both to share the role.

13. NEW BUSINESS

B.Slovitt notified the Board that he will arrange a Finance Committee meeting prior to the budget presentation to Council on February 26, 2019.

14. ROUND TABLE: None.

15. NEXT MEETING: Thursday, March 7, 2019

16. ADJOURNMENT

MOTION - #019-014

Moved by John Relph, seconded by Bill Slovitt:
THAT the meeting be adjourned at 10:05 p.m.

CARRIED.

Signed: _____

Date_____