

Library Board Meeting
MINUTES
January 3, 2019, 7 p.m.
2 Park Drive, Stouffville



Present: Bill Slovitt, Sandra Liaros, Anand Daté, John Relph, Councillor Sue Sherban, Glyde MacLennan, Nadine Williams, Staff - Margaret Wallace-CEO, Anna Kroeplin-Admin Asst.
Regrets: Bob Power
Guests: Shonna Froebel – Manager of Library Services, Kate Scheiers-Coordinator of Community Engagement

1. CALL TO ORDER:

M.Wallace, CEO, welcomed Board members and called the meeting to order at 7:00 p.m.

2. INTRODUCTION TO ADDENDUM ITEMS:

None.

3. ADOPTION OF AGENDA:

MOTION - #019-001

Moved by Bill Slovitt, seconded by Anand Daté:

THAT the Library Board agenda of January 3, 2019 be adopted as presented.

CARRIED.

4. ERRORS & OMISSIONS: Minutes of the Regular Board Meeting: December 6, 2018:

Councillor Sherban requests clarification on a past Board request for programming comparison costs. The CEO explained that the report compared what fees are charged for programs at each of the Northern 6+1 libraries. All other libraries rarely charge fees for programming. Councillor Sherban requested a copy of the report.

Nadine Williams asked if the deferred reports from the December Board meeting will be presented at this Board meeting. The CEO informed the Board that due to the required Board election and orientation tonight, the FOPL (Federation of Public Libraries) and SOLS (Southern Ontario Library Services) reports will be deferred again.

MOTION - #019-002

Moved by Anand Daté, seconded by Bill Slovitt:

THAT the minutes of December 6, 2018 be approved as presented.

CARRIED.

5. NEW BOARD:

The CEO congratulated and welcomed the new Library Board Trustees and asked that each introduce themselves.

5.1 Overview of Board-elected Positions:

The CEO reviewed the roles of the Board Chair, Vice-chair, Secretary/Treasurer and explained that these roles are re-elected each year during the Board's 4-year term.

5.2 Election - Board Chair Position:

The CEO called for nominations for the position of Chair of the Whitchurch-Stouffville Public Library Board for the calendar year of 2019.

John Relph nominated Sandra Liaros as Board Chair. Sandra Liaros accepted the nomination with thanks.

MOTION - #019-003

Moved by John Relph, seconded by Nadine Williams;
THAT Sandra Liaros be nominated for the position of Chair of the Whitchurch-Stouffville Public Library Board for the calendar year of 2019. CARRIED.

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

MOTION - #019-004

Moved by Sue Sherban, seconded by Bill Slovitt:
THAT Sandra Liaros be appointed as Chair of the Whitchurch-Stouffville Public Library Board for the calendar year of 2019. CARRIED.

5.3 – Election – 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 of 2019.

John Relph nominated B.Slovitt as Vice-chair. Bill Slovitt accepted the nomination with thanks.

MOTION - #019-005

Moved by John Relph, seconded by Anand Daté:
THAT Bill Slovitt be nominated for the position of Vice-chair of the Whitchurch-Stouffville Public Library Board for the calendar year 2019. CARRIED.

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 - #019-006

Moved by Sue Sherban, seconded by Sandra Liaros:
THAT Bill Slovitt be appointed as Vice-chair of the Whitchurch-Stouffville Public Library Board for the calendar year of 2019. CARRIED.

Board members congratulated the new 2019 Chair and Vice-chair of the Library Board.

5.4 - Election – Board Secretary/Treasurer

MOTION - #019-007

Moved by John Relph, seconded by Bill Slovitt:
THAT Margaret Wallace, the CEO of the Whitchurch-Stouffville Public Library be nominated as the Board's Secretary/Treasurer for the calendar year of 2019. CARRIED.

5.5 – Board Orientation – Session 1

Sandra Liaros, Chair, asked the CEO to present the orientation. Ms. Wallace presented a PowerPoint that provided a detailed description of the Board's role, with verbal examples to ensure complete understanding. (The presentation will be provided to Board members for their referral.)

The Board's Code of Conduct was distributed and explained. Board members signed their documents and submitted them to staff.

The Registered Charities Information Form was then distributed, and it was explained that it is a requirement to submit Board member's personal information to the Province for grant purposes. All information will be treated confidentially and will only be used for the Registered Charities Information purposes. Board members filled out their information and submitted it to staff.

Shonna Froebel, Manager of Library Services assisted the CEO in presenting the secondary portion of the Board's Orientation Power Point that examined Governance, Authority and Duties, the CEO Functions, Board Roles and detailed WSPL's affiliated groups (FOPL and SOLS). M.Wallace advised the Board that the N6+1 libraries have arranged for some joint Board training in May 2019. The joint session will feature three strong presenters on Governance, Parliamentary Procedure and Advocacy.

5.6 – Library Tour

Kate Scheiers, Coordinator of Community Services conducted a walking tour of the Library for Board members.

6. MATTERS ARISING FROM MINUTES of the PREVIOUS MEETING:

Bill Slovitt asked for an update on the Fire Prevention Officer visit since the last Board meeting. The CEO provided the history of this issue originating from an on-site visit by Fire Prevention conducted On October 31st then a follow-up inspection in November.

The CEO has sent emails to Rob Raycroft, Deputy CAO initially informing him of the fire inspection and infractions. At that time, Mr. Raycroft assured Ms. Wallace that he would contact the expansion contractor to rectify larger deficiency issues. The CEO has not received any follow-up correspondence, notification or updates since early November. It has been observed by Library staff however, that Facility Maintenance staff have corrected some of the minor infractions within their scope.

Councillor Sue Sherban requested that the CEO forward her emails related to the Fire Inspections and a copy of the Library's list of deficiencies. As health and safety concerns the main issue in this matter, Councillor Sherban would like to see this resolved as soon as possible.

7. BUSINESS ARISING FROM PAST MEETINGS:

None.

8. NEW BUSINESS

8.1 Policy Review:

Bill Slovitt explained the recommended changes in the Finance Sub-committee's portion of the Terms of Reference of Policy *GOV04 – Sub-committees*. Nadine Williams pointed out some minor punctuation errors that will be amended.

MOTION - #019-008

Moved by Bill Slovitt, seconded by Nadine Williams:

THAT the *GOV04 – Sub-committees* Policy and Terms of Reference be approved with the recommended amendments. CARRIED.

Councillor Sherban suggested other options to raise funds for the Library such as Foundations and/or a "Friends of the Library" group. She was assured that her suggestions will be thoroughly discussed by the Fundraising Sub-committee who will report on the subject at the next Board meeting. If this idea is adopted, it will be included in *GOV04 – Subcommittee's Terms of Reference*.

MOTION - #019-009

Moved by Sue Sherban, seconded by Bill Slovitt:

THAT the Fundraising Committee investigate the feasibility of a "Friends of the Library" organization. CARRIED.

8.2 Election – Sub-Committees:

The CEO called for nominations for positions on the Library's Sub-committees for the calendar year of 2019.

MOTION - #019-010

Moved by Sandra Liaros, seconded by Bill Slovitt:

THAT the Board approve Bob Power, Bill Slovitt and Sandra Liaros to serve on the **FINANCE SUB-COMMITTEE** for the calendar year of 2019; and,

THAT the Board approve John Relph, Sandra Liaros and Anand Daté to serve on the **HR SUB-COMMITTEE** for the calendar year of 2019; and,

THAT the Board approve John Relph, Nadine Williams, Glyde MacLennan to serve on the **FUNDRAISING SUB-COMMITTEE** for the calendar year of 2019. CARRIED.

9. ROUND TABLE DISCUSSION:

STEAM Program

The CEO provided information to the Board on a new programming initiative the Library is undertaking for 2019. This program focuses on science, technology, engineering, arts and math and will launch on January 27, 2019. The CEO asked Board members to post flyers in the community. Sponsorship of this program is currently being sought.

Grant Opportunities

The CEO reported that “Can Code” recently donated coding books to WSPL which will be given out during the STEAM programs. She explained that this “Can Code” grant opportunity is open to all schools and school libraries so asked if any members would like the contact information to apply for the grant. Bill Slovitt, John Relph and Nadine Williams asked for more details.

Certificates of Appreciation

WSPL is producing these certificates to ESL and Newcomer participants who complete a program.

Customer Appreciation Day

WSPL is organizing this event on Thursday, February 14th to thank patrons for using the library’s services. Treats will be served throughout the day.

Fundraising

Anand Daté recommended that corporations be provided specific sponsorship levels, in which Bill Slovitt confirmed that there are a variety of sponsor levels advertised in the Donor Wall brochure and on WSPL’s website. The Fundraising Committee will look into how to present the levels more effectively.

Councillor Sherban advised that most corporations have annual themes to which they focus their donations, such as athletics, arts, environment, etc. The CEO asked if more information can be sent to her.

10. NEXT REGULAR BOARD MEETING: Thursday, February 7, 2019

- The Town’s Director of Finance has been invited to attend the next Library Board meeting.
- The CEO will conduct Session 2 of the Board Orientation.
- Appointments to FOPL and SOLS will be held.

11. ADJOURNMENT

MOTION - #019-011

Moved by Bill Slovitt, seconded by Nadine Williams:

THAT the meeting be adjourned at 9:08 p.m. CARRIED.

Signed: _____

Date _____