

**Library Board Meeting
MINUTES**



**March 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, Glyde MacLennan, Conrad Lee, Margaret Wallace-CEO, Anna Kroeplin-Admin Asst.
Guests: Roman Martiuk, CAO, Town of Whitchurch-Stouffville, Councillor Richard Bartley, Shonna Froebel, Manager of Collections & Support.
Regrets: Brian Parrott, Director of Finance.
Absent: Carol Brown, Manager of Finance.

1. CALL TO ORDER:

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

2. INTRODUCTION TO ADDENDUM ITEMS: None.

3. ADOPTION OF AGENDA:

MOTION - #019-015

Moved by John Relph, seconded by Nadine Williams:

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

CARRIED.

4. GUEST: Roman Martiuk, CAO – Town of Whitchurch-Stouffville:

The Chair introduced Mr. Martiuk. He will be presenting to the Board under #7.1 – Board Orientation, Session 3.

5. ERRORS & OMISSIONS: Minutes of the Regular Board Meeting: February 7, 2019:

MOTION - #019-016

Moved by Bob Power, seconded by Sue Sherban:

THAT the minutes of February 7, 2019 be approved as presented.

CARRIED.

6. MATTERS ARISING from MINUTES of the PREVIOUS MEETING:

From February 7, 2019 Minutes:

Item #5 – GUEST – Brian Pirvu, constituency Assistant to MPP Paul Calandra

The CEO announced that the MPP will personally tour the new library on Tuesday, March 12th. She distributed a FAQ sheet that highlights WSPL's recent statistics which will be given to Mr. Calandra.

Item #8.3 – CEO Report – Fire Inspection Update

The Town's Facility Supervisor is overseeing the quote process for the design and installation of a fire box which will enclose the book drops as mandated by Fire Prevention. Once the contractor is selected and a design is submitted, Fire Prevention will be asked to review it to ensure that the unit will suffice.

Items #10.1 – Finance Committee

This item will be discussed under Item 9.1 at this meeting.

7. BUSINESS ARISING from PAST MEETINGS:

7.1 Board Orientation – Session 3

The Chair invited the Town's CAO to present to the Board. Mr. Martiuk shared his professional background and described his current role at the Town. He presented a description of the Town's role and the relationship it has with the Library. He shared a thorough review of the Town's financial context, describing how the capital budgets work and its' 2018 history. He deliberated on the current and future financial challenges of the Town and the financial implications for the library.

Mr. Martiuk discussed his understanding of the Town's Reserves Funds and his recommendation to overhaul and consolidate them. Discussion ensued his recommendation and how it relates to the library. The CEO proposed a Memo of Understanding (MOU) with the Town on Capital Projects, to which the CAO agreed and further suggested a formal report be submitted to Council.

Outside influences such as the change in leadership of the Provincial government will impact future funding and policies that affect municipalities and their resources such as libraries. (E.g. proposed revisions to the Planning Act and the Development Charges Act.)

The Chair thanked Mr. Martiuk for his comprehensive presentation. The CAO and Councillor Bartley left the meeting at 8:15 p.m.

7.2 Website Refresh

The launch date for the website refresh has been rescheduled as the vendor has not completed the work yet. The Library is working very closely with the vendor to ensure that the refresh occurs before WSPL's anniversary date.

7.3 WSIB Work Well Evaluation

The CEO explained that since the Town is undergoing a friendly audit by WSIB, the Library has agreed to be included for an onsite visit. It was concluded after the visit on February 28th that WSPL passed all legislated requirements. Margaret noted that since the Town is a 'Schedule 2 Employer', it was not mandatory for the onsite inspection, but we are being proactive to ensure a safe working environment.

7.4 WSPL New Facility Birthday Party – Apr.13

An invitation was distributed in the Board package for members to attend WSPL's 1st birthday party on Saturday, April 13th.

7.5 Budget (Town Grant Approval)

The Chair formally thanked the CEO for her outstanding work on the library budget that resulted in a very positive outcome. WSPL's budget was fully approved by Council and they also approved an additional contract position for a Marketing Coordinator. The Chair also recognized and thanked Councillor Sue Sherban for her tireless efforts in lobbying to Council members towards the benefit of the Library.

The final step in the budget process is for the CEO to receive the finalized 2018 financial report from the Town. Discussion ensued on past and current budget processes.

8. COUNCIL CONNECTS: None.

9. COMMITTEE REPORTS

9.1 Finance Committee

9.1.1 Review of Meeting – Feb.17

The minutes were received by the Board.

9.1.2 Draft Terms of Reference – Library Reserves Account

Bill reviewed the Terms of Reference for WSPL's Reserve Accounts that was distributed in the Board package. He outlined recommendations and future strategies.

MOTION - #019-017

Moved by Bill Slovitt, seconded by Nadine Williams:

THAT Terms of Reference – Library Reserves Account Report be accepted as presented.

CARRIED
UNANIMOUSLY.

It was explained that the Library has its own bank account with all of their funds in it, including WSPL's Reserves Funds and grant monies. At some point in the past, WSPL entered into an agreement with the Town for them to administer library funds including invoice payments, payroll and benefits. During the 2019 budget process, the library's bank account and reserves were not reported correctly. The confusion came from all the monies living in one (1) bank account. To that end, it is recommended that WSPL open an additional account to circumvent potential errors. The Finance Committee will seek expert advice and make their recommendations at the next Board meeting.

MOTION - #019-018

Moved by Bill Slovitt, seconded by John Relph:

THAT the Finance Committee be directed to review banking options and report their findings at the next Board meeting on the future of the Library's Reserve Fund.

CARRIED
UNANIMOUSLY.

9.2 HR Committee

John Relph reported that they have met and that he accepted the nomination as Chair.

9.3 Fundraising Committee

John reported that due to inclement weather, their meeting was cancelled and will be rescheduled before the next Board meeting.

The CEO reported that she recently met with a major sponsor, United Soils and Tiny Seedlings and they offered additional donations as follows: \$3,000 – Stouffville Reads; \$2,000 – courtyard garden maintenance; and an undetermined amount for exterior leaf sculptures.

10. **REPORT FROM SOLS: (Southern Ontario Library Service):** None

11. **REPORT FROM FOPL: (Federation of Public Libraries):** None.

12. NEW BUSINESS

12.1 – Shared Services with Town

The Chair opened discussion on services that the Library pays the Town to perform. These include account payments, payroll, and I.T.. It was recommended that WSPL continue paying the Town to provide services for payroll and benefits, but the other financial processes could be handled in-house.

12.2 – Strategic Plan Project

The Chair asked for volunteers to help vet a firm/consultant for the Strategic Plan project. The CEO has prepared a Request for Proposal (RFP) and scoring system and would like 3 Board members to assist in evaluating responses and selecting a vendor. John Relph and Nadine Williams will join Sandra Liaros and Margaret Wallace. The CEO will send the documents she has prepared to the Strategic Plan Committee.

13. ROUND TABLE:

The Chair asked who would be attending the upcoming Mayor’s Dinner that honours community volunteers so that she can reserve a table.

14. NEXT MEETING: Thursday, April 4, 2019

15. ADJOURNMENT

MOTION - #019-019

Moved by Bill Slovitt, seconded by Nadine Williams:
THAT the meeting be adjourned at 9:10 p.m.

CARRIED.

Signed: _____

Date _____