

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, December 4, at 7:05 pm at the Library. John Relph was in the Chair. Absent: Councillor Richard Bartley and Deborah McNeely. Councillor Susanne Hilton arrived at 7:20 p.m. Staff in attendance: Carolyn Nordheimer James and Barb St. John.

1. Introduction of Addendum Items - nil
2. Adoption of Agenda
Motion - #08-082
Moved by Janet Reid, seconded by Carol Morin that:
The agenda be adopted as presented. Carried.
3. Declarations – nil
4. Adoption of minutes of last regular meeting – November 6, 2008
Motion - #08-083
Moved by Carol Morin, seconded by Janet Reid, that:
The minutes from the last regular meeting of November 6, 2008 be approved with a change – Item 8.1 should read Library Board instead of Library.
Carried.
5. Delegations – nil
6. Business arising for the last meeting
 - 6.1 Audited Financial Statements
The Library Board had before them the audited financial statements.
Moved by Janet Reid, seconded by Linda Cundari, that:
The Library Board accept the audited financial statements – 2007
Carried.
 - 6.2 User Fee Bylaw – November 6, 2008
The Library had before them the User Fee By-Law dated November 6, 2008
Motion - #08-084
Moved by Janet Reid, seconded by Carol Morin, that:
The Library Board approve the User Fee By-Law dated December 4, 2008 with the addition – Item 4 – Replacement bags – Juv Kits and Item 3 – price change to the replacement cases for DVD/CDs and Audio Bks.
Carried.
 - 6.3 Use Regulation Policy
The Library Board had before them a revised Use Regulation Policy which was Board approved November 6 , 2008. A discussion ensued regarding the \$10.00 maximum Library patrons are allowed in fines before there is a stop put on their cards and the \$20.00 maximum Library patrons are asked to pay in fines.

Motion - #08-085

Moved by Maurice Smith, seconded by Linda Cundari, that:
The revised Use Regulation Policy which was Board approved November 6, 2008 be deferred until the January 2009 regular meeting for further discussion on fines.
Carried.

- 6.4 Staff Training and Development Policy - Administrative Procedure #32
The Library Board had before them a Staff Training and Development Policy – Administrative Procedure # 32.

Motion - #08-085

Moved by Janet Reid, seconded by Linda Cundari, that:
The Library Board approve the Staff Training and Development Policy – Administrative Procedure # 32 dated December 4, 2008 as presented.
Carried.

7. Committee Reports:

- 7.1 Book Sale Committee of the Board

Book Sale Profits – Staff Wish List

The Library Board had before them the Book sale Profits – Staff Wish List
Approval will not be given until after the 2009 Book Sale.

Motion - #08-086

Moved by Linda Cundari, seconded by Carol Morin, that:
The Library Board receive the Book sale Profits – Staff Wish List and bring it forward after the Book Sale in 2009. Carried.

- 7.2 Seniors' Sub –Committee of the Board – Wednesday, October 8, 2008
- Seniors' Christmas Party December 10, 2008
The C.E.O. reminded the Library Board about the Seniors' Christmas Party on December 10, 2008 – 10:00 a.m.– 11:30 a.m.

8. Budget – 2009

The Library Board had before them the Capital and Operating Budget dated December 4, 2008 prepared by the C.E.O. and the Town of Whitchurch-Stouffville - Five Year Analysis of library Grant. The C.E.O. reported on the meeting with the Mayor. It was a good meeting with an excellent discussion. However the results were not in the Library's favor. The Town Council has planned the budget meeting for February 10, 2009. The Library budget has been presented to the Town. The budget could be reduced by \$50,000. A discussion ensued regarding how the Library Board could trim the budget if necessary. There was a suggestion to appoint a Business Plan Sub-Committee to decide on a plan.

Motion - #08-087

Moved by Susanne Hilton, seconded by Linda Cundari, that:
The Library Board would set up a Business Plan Sub-Committee in January in order to come up with a strategy to present to the Town. Carried.

9. Report from Council
Councillor Susanne Hilton reported on the Economic Development Strategy Presentation. The speaker spoke of the population of Whitchurch-Stouffville being highly educated with many residents moving away from labour to knowledge-based industries. The Town is in better position having serviced land available for when the economy rebounds in 2011.
10. Report from SOLS
The Library Board had before them a summary of the SOLS Meeting held at Richmond Hill Library on November 15, 2008. Carol Morin, Sols Board Trustee, attended the meeting. Carol reported that there will be an announcement in December regarding the province's awarding of \$15 million for public libraries. That will be Phase 1 of the announcement. More details will be forthcoming at the Superconference in January 2009. A discussion ensued.
11. New Business
 - 11.1 Unattended Children in the Library
The library Board had before them an 'Unattended Children in the Library Policy.'
Motion - #08-088
Moved by Maurice Smith, seconded by Linda Cundari, that:
The Library Board adopt the 'Unattended Children in the Library Policy' dated December 4, 2008. Carried.
 - 11.2 Employee Code of Conduct Policy
The Library Board had before them an 'Employee Code of Conduct Policy.'
Motion - #08-089
Moved by Maurice Smith, seconded by Janet Reid, that:
The Library Board adopt the 'Employee Code of Conduct Policy' dated December 2008. Carried.
 - 11.3 Security Audit
The Library Board had before them a Security Audit Report provided by the York Region Police following their security audit of the Library. They had a concern with a door leading to the outside so close to Courtney's Corner.

11.4 Closing Hours – 2009

The Library Board had before them the Library's Closing Hours list - 2009

Motion - #08-090

Moved by Linda Cundari, seconded by Janet Reid, that:

The Library Board adopt the Library's Closing Hours – 2009
Closed.

11.5 Board Meetings- 2009

A discussion ensued regarding changing the night of the Library Board Meeting. The Board Meeting will remain on the first Thursday of each month excluding January which will be the 2nd Thursday. There are no Library meetings in July or August.

Motion - #08-091

Moved by Linda Cundari, seconded by Carol Morin, that:

The Library Board approve the Board Meetings list 2009 with a change – 2nd Monday in January should read 2nd Thursday in January. Carried.

11.6 Award of Contract for New Integrated Library System

The Library Board had before the following reports : The Acquisition of New Integrated Library System dated November 28, 2008, Points awarded and System Costs. The C.E.O. recommended that the Library Board approve the purchasing of a new Library system from Polaris Library Systems.

Motion - #08-092

Moved by Janet Reid, seconded by Carol, that:

The Library Board approve of the Library entering into a contract with Polaris Library Systems for the purchasing of a new Library System.
Carried.

Motion - #08-093

Moved by Janet Reid, seconded by Carol, that:

The Library Board direct the C.E.O., contingent on the money in the budget, to spend a total of \$125,000 on the purchase of a new ILS and Self Checkout Unit.
Carried.

12. Round Table Discussions

12.1 A Christmas Carol

The C.E.O. reported that the Library, Museum and Motus O will be presenting 'A Christmas Carol' on WhiStle Radio. Listen in on Sunday, December 7 at 9:00 p.m., Sunday, December 21 at 5:00 p.m. or Wednesday, December 24 at 10:00 p.m.

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- 12.2 Town's Volunteer Christmas Party
The C.E.O. reminded the Library Board of the Town Volunteer Christmas Party on Friday, December 5, 2008.

13. Adjournment
Motion - #08-094
Moved by Maurice Smith, that:
The meeting be adjourned at 9:45 p.m.