



## Library Board Meeting

A regular meeting of the Whitchurch-Stouffville Public Library Board was held on Thursday, June 7, 2012 called to order at 7:00 pm by Maurice Smith, Chair.

Present: M.Smith, M.Kennedy, Councillor Hilton, L.Pinnock, A.Jenkins, D.McNeely, J.Gordon.

Staff: C.Nordheimer James and A.Kroeplin.

Regrets: Councillor Bartley, Councillor Hargrave.

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1. **INTRODUCTION TO ADDENDUM ITEMS: None.**

2. **ADOPTION OF AGENDA:**

**MOTION - #012-43**

**Moved by D.McNeely, seconded by L.Pinnock:**

**THAT the agenda be adopted as distributed.**

**CARRIED.**

3. **DELEGATION: None.**

4. **ERRORS & OMISSIONS: Minutes of Regular Board Meeting: April 5, 2012:**

Three policies that were not listed on the agenda will be brought forward to a future meeting.

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

**5.1 Strategic Planning Workshop: September 26, 2012**

The following members confirmed their attendance: M.Smith, Councillor Hilton, M.Kennedy, A.Jenkins, J.Gordon and L.Pinnock. D.McNeely will confirm at a later date.

**5.2 Library Space Needs Study**

It was reported that the presentation to Council by Jim Morgenstern of *dmA Consulting* was very clear in focusing on the future direction of the library as a resource for the community. A copy of the final report will be provided to Library Board members. The CEO will arrange to post it on the website. After much discussion, a motion was prepared to submit to Council.

**MOTION - #012-44**

**Moved by J.Gordon, seconded by D.McNeely:**

**Whereas Jim Morgenstern of *dmA Planning & Management Services* has recommended in his report, *Current and Future Space Requirements 2012 Update Final Report* (page 22), to use a projected population of 55,000 for the year 2021 (a figure provided by the Department of Planning & Building Services of the Town);**

**And whereas, the mandate of the Whitchurch-Stouffville Public Library is to provide library service to all residents of Whitchurch-Stouffville;**

**Therefore, be it resolved that it is the Library's recommendation that a future addition to the library facility be designed for the projected total population of the municipality.**

**CARRIED.**

6. COMMITTEE REPORTS:

6.1 Book Sale Committee: No report.

6.2 Business Committee: No report.

6.3 Personnel Committee: No report.

6.4 Seniors Committee: No report.

6.5 Policy Review Committee:

After much discussion on the 6 policies listed on the agenda, the following motions were put forth. M.Kennedy will provide the CEO with the final copies of the policies that required revisions for the September meeting.

HR06 – Performance & Discipline

**MOTION - #012-45**

**Moved by M.Kennedy, seconded by A.Jenkins:**

**THAT policy “HR06 – Performance & Discipline” be approved.**

**CARRIED.**

FR01 – Fundraising – General Gift Acceptance

**MOTION - #012-46**

**Moved by A.Jenkins, seconded by J.Gordon:**

**THAT policy “FR01 – Fundraising – General Gift Acceptance” be approved with revisions.**

**CARRIED.**

S.Hilton - nay

FR02 – Fundraising – Administration

Discussion ensued regarding ‘fair market value’ for tax receipts. M.Kennedy will revise the document based on comments made by members and will bring it forward to a future meeting for approval.

It was suggested that all donors be listed on the Library’s website, to be updated on a quarterly basis.

FR03 – Fundraising – Partnerships & Sponsorships

The CEO asked for a definition of ‘partnership’. The Policy Review Committee will provide an Appendix list of all existing partners and sponsors as an addition to the policy.

**MOTION - #012-47**

**Moved by L.Pinnock, seconded by M.Kennedy:**

**THAT policy “FR03 – Fundraising – Partnerships & Sponsorships” be approved with revisions.**

**CARRIED.**

FR04 – Fundraising – Proactive Fundraising

This item was deferred.

GOV 09 – CEO Evaluation

L.Pinnock provided an overview of this policy and offered to meet with the Town’s HR Manager to apprise him of the new policy.

**MOTION - #012-48**

**Moved by L.Pinnock, seconded by D.McNeely:**

**THAT policy "CEO Evaluation" be approved with minor revisions.**

**CARRIED.**

GOV12 – Board Structure

- M.Kennedy will research the role of other comparative libraries
- Upon the recommendation of S.Hilton, the CAO of the Town will be approached to discuss the possibility of a more active role in this process for the Board before the next term of Council.
- The CEO proposed that the committee members' specific names be removed in Appendix B.
- As a member of the Seniors' Sub-Committee, she recommended that the Terms of Reference be revised to reflect a minimum of 5 members and maximum of 8 members, as opposed to the 8 and 12 members.
- The CEO was directed to revise this policy and distribute it at a future meeting.

**7. REPORT FROM COUNCIL: (on matters relating to the Library)**

S.Hilton discussed the possibilities for the location of the proposed Seniors' Centre.

**8. REPORT FROM SOLS: No report.**

**9. REPORT FROM FOPL: No report.**

**10. NEW BUSINESS:**

**10.1 - Town of Whitchurch-Stouffville: Efficiency Review**

The Town has indicated its willingness to include the Library in its corporate Efficiency Review. The CEO and Board Chair feel that the Library should participate in this initiative.

**MOTION - #012-49**

**Moved by D.McNeely, seconded by A.Jenkins:**

**THAT the Library requests to be included in the Town's Efficiency Review.**

**CARRIED.**

**10.2 – Magic Collection**

The CEO sought recommendations on the future of the magic collection as the collection is deteriorating and the Library does not have the appropriate storage facility for it. She was asked to research alternatives such as donating the collection to a university, the Whitchurch-Stouffville Museum or a similar institution.

**10.3 – Digital Bookmobile**

On June 29<sup>th</sup> from 11 a.m. to 3:00 p.m., there will be a mobile trailer parked at the Library that will provide hands-on experience in downloading library e-resources to devices such as ipads, iphones, Sony readers, nooks, etc. The CEO was asked to contact the high school to promote this initiative.

**10.4 – Mileage Adjustment Rate**

The Town recently approved an increase of one cent on their mileage rate for staff to \$0.53 per kilometer. The CEO recommends that the Library follow suit, with the new rate being effective July 1, 2012

**MOTION - #012-50**

**Moved by L.Pinnock, seconded by A.Jenkins:**

**THAT the Library's mileage rate be increased to \$0.53 effective July 1, 2012.**

**CARRIED.**

It was suggested that the Policy Review Committee review the Mileage policy before the September meeting.

**10.5 – Annual Report – 2011**

The members were advised that once approved it will be available to the public.

**MOTION - #012-51**

**Moved by A.Jenkins, seconded by D.McNeely:**

**THAT the Library’s Annual Report be approved.**

**CARRIED.**

**10.6 – Technology Plan**

As this document is relevant to the Strategic Plan, it will be brought forward at a future meeting after members have attended the Strategic Planning Workshop.

**10.7 – Audited Financial Statements – 2011 Draft**

**MOTION - #012-52**

**Moved by M.Kennedy, seconded by L.Pinnock:**

**THAT the Audited Financial Statements – 2011 Draft be accepted, subject to the satisfaction of the Town Treasurer/Town Council approval.**

**CARRIED.**

**11. ROUND TABLE DISCUSSIONS:**

**Pedometer Program:**

This York Region-initiated program included libraries from Aurora, Georgina, Newmarket, Richmond Hill, Vaughan and Whitchurch-Stouffville. Patrons can borrow pedometers for these scheduled walks.

**Ride to Read Proposal:**

Regional libraries had asked York Region Transit to allow free ridership during the summer months for children under 10-years-old when they show their library card on the bus. This proposal was declined by YRT.

**Cultural Symposium:**

The CEO invited members to join this event that is intended to enhance local access to and participation in culture. J.Gordon and M.Smith confirmed that they will attend on June 20. M.Kennedy has already registered.

**12. NEXT MEETING: September 6, 2012**

**13. ADJOURNMENT:**

**MOTION #:012-53**

**Moved by S.Hilton, seconded by L.Pinnock:**

**THAT the meeting be adjourned at 9:50 p.m.**

**CARRIED.**

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

Date \_\_\_\_\_