

Library Board Meeting

MINUTES

March 3, 2022 at 7 p.m.

Conducted in-person at WSPL, 2 Park Drive, Stouffville, ON.

Present: Sandra Liaros, Bill Slovitt, John Relph, Bob Power, Glyde MacLennan, Ray McNeice, Nadine Williams, Anand Daté, Councillor Richard Bartley, Margaret Wallace-CEO.
Staff: Douglas Davey, Kate Scheiers, Jennifer Onlock, Jeff Bennett, Anna Kroeplin.

1. CALL TO ORDER: 7:00 p.m.

The Chair welcomed Board members to the in-person meeting.

LAND ACKNOWLEDGEMENT:

The Chair recited the formal Land Acknowledgement which recognizes that the work of the Library and its community partners takes place on traditional Indigenous territories.

2. INTRODUCTION OF ADDENDUM ITEMS: None.

3. ADOPTION OF AGENDA

MOTION - #022-011

Moved by John Relph, seconded by Ray McNeice

THAT the Library Board adopt the Agenda of March 3, 2022 as presented.

CARRIED.

4. GUEST: Jennifer Onlock, Manager, Latcham Art Centre

The CEO introduced Jennifer Onlock who recently accepted the position of Manager, Latcham Art Centre. Ms. Onlock proceeded to make a presentation on Latcham's upcoming programs and summer camps.

Registration is currently full for the March Break Camps. In the summer, Latcham will offer 9 weeks of exciting hands-on programs such as KickStart, Art in the Park and Fan Fest. A variety of programs will be offered to children, teens and adults. Funding has been received from the Mayor's Legacy Grant and the Stouffville Lions, with thanks.

Ms. Onlock reported that 260 submissions have been received (virtually) to compete for 30-40 spots in the gallery that will be featured in the upcoming Annual Juried Exhibition which will run from March 25 to April 23, 2022. Prizes for the top 3 artists will be awarded.

GUEST: Jeff Bennett, Coordinator of Digital Services

The CEO introduced Jeff Bennett, Coordinator of Digital Services who proceeded to conduct a presentation on upcoming digital initiatives.

Launching soon, Hoopla is a digital media service that allows customers to borrow movies, music, audiobooks, ebooks, comics and TV shows with their library card. It offers over a million different titles and uses a pay-per-use service model.

Virtual reality equipment may be purchased soon if the application for a New Horizon's Grant for Seniors is successful. The free 8-week program would give seniors an opportunity to virtually travel, explore and tour countries, museums and other cultural locations. Experiences would then be shared in a group setting. The goal is to help seniors feel connected, alleviate social isolation and provide education and exposure to new technology.

The Chair thanked Ms. Onlock and Mr. Bennett for their informative presentations. The Board suggested that they would be interested in attending a Paint Night and a Virtual Reality session.

5. ERRORS & OMISSIONS: Minutes of Regular Board Meeting – February 3, 2022

MOTION - #022-012

Moved by John Relph, seconded by Bob Power

THAT the February 3, 2022 Minutes of the regular Board Meeting be accepted. CARRIED.

6. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING: None.

7. BUSINESS ARISING

7.1 Strategic Accomplishments- results of Report to Council

The CEO that her presentation to the Mayor and Council on Strategic Accomplishments was well received and appreciated. Council thanked staff of the Library and Latcham for their work and commitment through the last two years with COVID restrictions. The Mayor recommended posting annual accomplishments on WSPL's website. Councillor Bartley added that he has appreciated working on this Board.

7.2 – Latcham Mid-Term Audit Update

The CEO reported that she has not yet received Latcham’s mid-term audit from the new auditor.

8. COUNCIL CONNECTS

Councillor Bartley shared that Council has publicly supported Ukraine in their efforts with the recent invasion by Russia.

Councillor Bartley reported that a resident recently contacted him to compliment the Library and its staff for excellent service received during a critical stage in preparing a presentation for the Premiere of Ontario. The resident was able to use WSPL’s Wi-Fi and a Study Room for an extended period to complete his crucial project.

9. COMMITTEE REPORTS: None.

10. REPORT FROM OLS: No report.

11. REPORT FROM FOPL:

Nadine Williams reported that at the last meeting, the FOPL Treasurers Report reflected a good financial position and that 98% of memberships were renewed. She noted that FOPL changed their year-end to be fiscal. The next meeting is March 25th, and the rest are quarterly.

The FOPL Director met with the Minister of Finance to start championing library causes such as ‘Ontario Libraries on Reserves’ that directly affects Indigenous peoples. The FOPL Board will be extending the Director’s contract to continue after June 2022, and an Admin Assistant was hired.

FOPL is looking into offering further training for Library CEOs that may include Truth & Reconciliation training. Our CEO will provide Ms. Williams the training details.

12. NEW BUSINESS

12.1 Policy Review

The CEO reviewed the suggested changes to the following policies to ensure they comply with legislative requirements.

a. LIB – GOV06 – Board Code of Conduct

Additional statements were added to the policy that ensures privacy and confidentiality as well as protections for a violence-free and harassment-free environment.

b. LIB - HR04 – Violence-free Workplace

The CEO recommended this policy to become a Board policy from an Administrative policy. There are no changes as it meets Bill 168 requirements.

LAC - HR04 – Violence-free Workplace

The CEO recommended this policy for the Latcham Art Centre to comply with legislation.

c. LIB - HR05 – Harassment-Free Workplace

There are definition changes due to the Human Rights section adding more protected groups. It was confirmed that this policy is legislated to be reviewed every January.

LAC - HR05 – Harassment-Free Workplace

The CEO recommended this policy for the Latcham Art Centre to comply with legislation.

d. LIB – OP13 – Local History

The changes to this policy reflect the new partnership with the Museum and recommended adjustments to the collection’s maintenance.

e. LIB – OP14 – Library Services

Additional statements under Reference Services to safeguard staff comfort levels when assisting customers, and accessibility service were added.

MOTION - #022-013

Moved by Nadine Williams, seconded by Bill Slovitt

THAT policy *LIB- GOV06 – Board Code of Conduct* be approved as presented; and,
THAT policy *LIB – HR04 – Violence-Free Workplace* be approved as presented; and,
THAT policy *LAC – HR04 – Violence-Free Workplace* be approved as presented; and,
THAT policy *LIB – HR05 – Harassment-Free Workplace* be approved as presented; and,
THAT policy *LAC – HR05 – Harassment-Free Workplace* be approved as presented; and,
THAT policy *LIB – OP13 – Local History* be approved as presented; and,
THAT policy *LIB – OP14 – Library Services* be approved as presented. CARRIED.

12.2 Staff Development Day – May 9, 2022

The CEO is bringing back the annual Staff Development Day this year since it was cancelled due to COVID restrictions for the last two years. The theme is “*Amazing Race*” and will have team building sessions, communications training and a key-note speaker. The event starts at 8:30 a.m. and ends at 5:00 p.m. Board members are welcome to attend. Please RSVP the CEO by April 30.

12.3 CFLA Intellectual Freedom Position Paper

The CEO shared a document received from the Canadian Federation of Library Association on their position on protest and disagreement related to collections, programs and speakers in

libraries. The CFLA confirmed that speakers have rights to freedom of speech in Libraries. Resources were provided on how to cope with protests.

13. ROUND TABLE DISCUSSION

The CEO announced that the Curator recently quit to accept a position with the Federal Government. The current Manager is Acting Curator until a Guest Curator can be hired.

The CEO met with the Mayor to present the Library and Art Centre plans for 2022. The Mayor was very impressed with the future plans and initiatives by the Library and the Latcham Art Centre. The CEO will prepare a report for Council on the sculpture walk this summer.

The CEO confirmed that the current Library Board's term ends in December 2022 and the new Board will commence at the January 2023 meeting. It was noted that Council conducts processes for recruitment and interviews for all Town-appointed Boards and Committees. The CEO will prepare a recruitment document for the Board to review at their September meeting.

14. NEXT MEETING – THURSDAY, April 7, 2022

It is intended for the April meeting to be held in-person at the Library.

15. ADJOURNMENT

MOTION - #022-014

Moved by Richard Bartley, seconded by Bill Slovitt

THAT the Library Board meeting be adjourned at 8:20 p.m.

CARRIED.

Signed: _____

Sandra Liaros, Library Board Chair

Date: _____

April 7/22

