

# Library Board Meeting

## MINUTES

April 7, 2022 at 7 p.m.

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

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Present: Sandra Liaros, Bill Slovitt, John Relph, Glyde MacLennan, Ray McNeice, Nadine Williams, Anand Daté, Margaret Wallace-CEO.

Regrets: Bob Power, Councillor Richard Bartley.

Staff: Douglas Davey, Kate Scheiers, Marcia Friginette, Anna Kroeplin.

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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 - #022-015**

Moved by Nadine Williams, seconded by Bill Slovitt

THAT the Library Board adopt the Agenda of April 7, 2022 as presented.

CARRIED.

4. GUEST: Austin Mitchell, BDO Auditors

The CEO introduced Mr. Mitchell, who joined the meeting virtually to review the Latcham Art Centre 2021 Mid-Term Audit. The Auditor thoroughly reviewed each document and took questions. He confirmed that:

- The mid-term audit period from January 1 – June 30, 2021 was under the governance of the former Latcham Gallery Board who employed a different auditor, Elevation CPA.
- Latcham's assets at the time of transfer to the Library totaled \$3,000 cash that will be noted in the Library's audit.
- Latcham's former 'Phoenix Fund' was depleted to cover Latcham expenditure in the period.

The Chair thanked Mr. Mitchell for his presentation and excused him from the meeting.

**GUEST: Marcia Friginette, Coordinator of Service Delivery**

The Chair introduced Marcia Friginette, who conducted a presentation on the new VEGA software that will offer customers a more accurate and relevant search experience on a multi-level platform. Ms. Friginette highlighted the features and provided a link for Board members to sample VEGA on their personal digital devices. It was noted that Library staff are currently being trained on the new software that will be launched May 3, 2022.

The CEO noted that WSPL is the first organization in Ontario to use VEGA. She thanked the Board for supporting this new exciting search software.

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

**MOTION - #022-016**

Moved by Ray McNeice, seconded by Bill Slovitt

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

**6. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETINGS:**

There were no matters arising from the Minutes of previous meetings.

**7. BUSINESS ARISING:**

There was no business arising.

**8. COUNCIL CONNECTS**

As Councillor Bartley was absent, there was no update from a Council representative.

**9. COMMITTEE REPORTS:**

There were no Committee reports.

**10. REPORT FROM OLS:**

As Bob Power was absent, there was no update from OLS.

**11. REPORT FROM FOPL:**

Nadine Williams reported that FOPL staff have been working hard to offer monthly 1-hour informative sessions virtually. A hot topic will discuss the importance of Development Charges to CEOs. FOPL is revamping their website and login procedures. As well, FOPL is encouraging members to contact their MPs to discuss current and future Library matters. The Chair thanked Nadine and Anand for attending the FOPL meetings.

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## 12. NEW BUSINESS

### 12.1 2021 Audit Planning Letter

#### **MOTION - #022-017**

Moved by John Relph, seconded by Bill Slovitt

THAT the 2021 Audit Planning Letter be received for information.

CARRIED.

### 12.2 June 2021 Latcham Art Centre Final Planning Letter

#### **MOTION - #022-018**

Moved by Bill Slovitt, seconded by Nadine Williams

THAT the June 2021 Latcham Art Centre Final Planning Letter be received for information.

CARRIED.

### 12.3 CEO-003-22: LAC Mid-Term Audit Report

#### **MOTION - #022-019**

Moved by Nadine Williams, seconded by John Relph

THAT report *CEO-003-22 LAC Mid-Term Audit Report* be received for information. CARRIED.

### 12.4 LAC 2021 Mid-Term Audit

Discussion ensued on whether the Library Board is authorized to approve LAC's audit from January 1 to June 30, 2021 since another governing body oversaw Latcham at the time.

#### **MOTION - #022-020**

Moved by Bill Slovitt, seconded by Anand Daté

THAT the Latcham 2021 Mid-Term Audit from January 1 to June 30, 2021 be received for information. CARRIED.

### 12.5 2022 Library & Latcham Goals

The CEO shared a presentation on the 2022 goals of the Library and Latcham that was recently presented to the Mayor. The presentation included upcoming programs, events, camps, exhibitions, partnerships, new staff, and new resources.

The CEO announced that we were successful in receiving half of the New Horizon for Seniors Grant to support the "*Street Art Seniors of Stouffville*" program/event. The CEO applied for the rest of the funds through the Legacy Grant and was happy to report we were successful.

It was noted that we were not successful in getting the New Horizon's for Seniors Grant to support the "*Virtual Reality for Seniors*" program, however the CEO is looking at other opportunities to support it. John Relph asked for the grant proposal to approach the Stouffville Lions for funding.

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The Provincial Election will occur on June 2<sup>nd</sup> this year and the Library is partnering with the Chamber of Commerce to hold a debate event. The Municipal Election will be October 24<sup>th</sup> this year, and again, the Library and Chamber of Commerce will host a debate event for it.

12.6 Policy Review – OP15 Canada’s Anti-Spam Legislation

The CEO reviewed the suggested changes to this policy to ensure it complies with legislative requirements. She noted that OLS recommended simplified language and less wording. Latcham Art Centre has been added to the policy as well.

**MOTION - #022-021**

Moved by Ray McNeice, seconded by Nadine Williams

THAT policy *LIB- OP15 – Canada’s Anti-Spam Legislation* be approved as presented. CARRIED.

13. ROUND TABLE DISCUSSION

The CEO distributed the agenda for *Staff Development Day* on May 9, 2022 and invited Board members to attend part or all of the training and team building sessions.

14. NEXT MEETING – THURSDAY, May 5, 2022

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

15. ADJOURNMENT

**MOTION - #022-022**

Moved by Bill Slovitt, seconded by John Relph

THAT the Library Board meeting be adjourned at 8:39 p.m.

CARRIED.

Signed:   
Sandra Liaros, Library Board Chair

Date: 