

Library Board Meeting

MINUTES

May 5, 2022 at 7 p.m.

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

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

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

1. CALL TO ORDER: 7:02 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.

Congratulations was extended to the staff team who worked on the Spring Program Guide as it recently received a gold award from the *2022 Hermes Creative Awards* for outstanding design in Marketing and Communications, competing with over 5,000 entries worldwide.

2. INTRODUCTION OF ADDENDUM ITEMS: None.

3. ADOPTION OF AGENDA

MOTION - #022-026

Moved by Bill Slovitt, seconded by Nadine Williams

THAT the Library Board adopt the Agenda of May 5, 2022 as presented.

CARRIED.

4. Introduction of Guests

The CEO introduced new staff member, Jennifer Li, Coordinator of Business & Financial Service. Ms. Li is excited to be part of the team.

The CEO introduced and welcomed Greg Young and Jon Linton from TCI Management Consultants who were the two main leads in the Library's Facility Master Plan.

5. Presentation – Draft Facility Master Plan

The CEO thanked the consultants and staff for their work on the draft Facility Master Plan. The CEO and Coordinators made a presentation on the plan that included objectives, processes, and proposals to support the community by providing additional library services and align with the Town’s Strategic Plan.

The CEO introduced Greg Young of TCI Consultants who presented additional details. He shared the very high levels of satisfaction reflected by the public survey on Library services. Mr. Young emphasized the expectation of significant growth in Stouffville due to the Ministry of Zoning orders, which will further increase library service demands.

Board members ask questions on the future needs of the library, services and the economic impact on current and future residents. Discussion ensued on the last expansion of the library how funds were allocated to the library portion.

The CEO is scheduled to present the Facility Master Plan to Council on Wednesday, May 18, 2022 and invited Board members to attend.

The Chair thanked the CEO, staff and the consultants for their presentation.

MOTION - #022-027

Moved by Bill Slovitt, seconded by Anand Daté
THAT the Library’s Facility Master Plan be approved. CARRIED.

6. ERRORS & OMISSIONS: Minutes of Regular Board Meeting – April 7, 2022

MOTION - #022-028

Moved by Bob Power, seconded by Bill Slovitt
THAT the April 7, 2022 Minutes of the regular Board Meeting be accepted. CARRIED.

ERRORS & OMISSIONS: Minutes of the Special Board Meeting – April 11, 2022

MOTION - #022-029

Moved by John Relph, seconded by Ray McNeice
THAT the April 11, 2022 Minutes of the special Board Meeting be accepted. CARRIED.

7. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETINGS:

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

8. BUSINESS ARISING:

There was no business arising.

9. COUNCIL CONNECTS

Councillor Bartley reported that Council are now conducting live, in-person meetings.

10. COMMITTEE REPORTS:

There were no reports.

11. REPORT FROM OLS:

Bob Power reported that OLS is going through a transition year.

12. REPORT FROM FOPL:

Nadine Williams reported that there were no FOPL updates.

13. NEW BUSINESS

The Chair recommended that motions to receive and/or approve the following items be conducted at the end of the New Business reports.

13.1 CEO-004-22 Statistics – Q1

The CEO reviewed her report that outlines the first quarter statistics for the Library and the Latcham Art Centre. She noted that Latcham was closed to the public from January to August 2021 and the Library was closed from January to June 2021 due to COVID restrictions.

13.2 Library Operating Budget 2022 – Q1

The CEO reviewed the Library's Operating Budget for the 1st quarter of 2022 and noted that program revenue was negatively impacted due to COVID restrictions.

13.3 Latcham Operating Budget 2022 – Q1

The CEO reviewed Latcham's Operating Budget for the 1st quarter of 2022 which is on target, however we overspent on exhibitions. This fiscal year will help determine financial needs for next year. It has been noted that marketing needs to be increased.

13.4 Library Operating Budget 2021, Q4 / Year End Report

The CEO reviewed the Library's Operating Budget for the 4th quarter of 2021, year-end report. She reported that the year ended with a surplus which was designated to the Reserve account.

13.5 Latcham Operating Budget 2021, Q4 / Year End Report

The CEO reviewed Latcham's Operating Budget for the 4th quarter of 2021, year-end report. There was a deficit by the end of the year due to COVID closures and staff severance. Councillor Bartley thanked the CEO for her competent handling of Latcham's finances.

13.6 CEO-005-22 Reserve Contributions and Balances – Year End 2021

The CEO reviewed her report on the reserve contributions and balances to the end of 2021. The reserve has stabilized and is very healthy now based on the increase of Capital donations.

13.7 Reserve and Bank Account Terms of Reference for 2022

The CEO reviewed her recommended revisions to the Terms of Reference for the Reserve and Bank Account that was created in 2019. She noted that Latcham has been added to the TOR due to the Library's new governance of it effective in July 2021.

The Finance Committee recommended that Latcham have a separate Reserve account from the Library. The CEO recommended 5% of annual funds be a target goal for the Reserve accounts. After much discussion, it was agreed that Latcham's Reserve account match the Library's, however since Latcham does not have as much overhead (e.g. equipment) as the Library, the Board recommended that Latcham have a 2 to 4 year plan as a multi-year approach to target the 5% goal to their specific Reserve account.

13.8 Policy Review – HR06 – Right to Disconnect

The CEO reviewed this new policy that complies with legislative requirements as of June 1, 2022, to be renewed annually. It was been reviewed by the Union and they have supported it.

Policy Review – GOV07 – Financial Governance

The CEO reviewed revisions to policy GOV07. This policy complies with legislative requirements and aligns with Town policy.

MOTION - #022-030

Moved by John Relph, seconded by Bob Power

THAT report #CEO-004-22 Statistics – Q1 be received for information; and,
THAT the *Library Operating Budget 2021, Q4/Year End Report* be received for information; and,
THAT the *Latcham Operating Budget 2021, Q4/Year End Report* be received for information; and,
THAT report #CEO-005-22 *Reserve Contributions & Balances Year End 2021* be received for Information; and,

THAT the *Library Operating Budget for 2022 Q1* be received for information; and,
THAT the *Latcham Operating Budget for 2022 Q1* be received for information. CARRIED.

MOTION - #022-031

Moved by Bill Slovitt, seconded by Nadine Williams
THAT the *Reserve and Bank Account Terms of Reference for 2022* be approved; and,
THAT policy *HR06 – Right to Disconnect* be approved; and,
THAT policy *GOV07 Financial Governance* be approved. CARRIED.

14. ROUND TABLE DISCUSSION

Library Policies

It was confirmed that all Library policies are available online on the website.

Provincial Elections Debate Event

The CEO announced that the Library is partnering with the Chamber of Commerce to host a virtual Provincial Elections Debate event on May 18, 2022. All candidates will receive the same prepared questions ahead of time in a package. Jim Mason is the moderator.

Staff Development Day

The CEO invited the Board to the upcoming Staff Development Day on Monday, May 9, 2022. John Relph, Bob Power, Bill Slovitt and Glyde MacLennan confirmed their attendance.

Council Presentation – Facility Master Plan.

Board members are encouraged to attend the CEO’s presentation to Council in person on May 18, 2022 at 3:00 p.m.

Latcham’s Summer Camps

The CEO announced that the summer camps are almost sold out with 5 spots left. A waiting list will be considered if there is additional public interest.

Library Summer Camps

In partnership with Idea Lab Kids, there are currently 9 out of 18 program weeks sold out of this popular summer program.

15. NEXT MEETING – Thursday, June 9, 2022

The regularly scheduled Board meeting of the first Thursday of the month needs to be moved due to the Provincial Election. The next Library Board meeting will be on June 9, 2022 in person.

16. ADJOURNMENT

MOTION - #022-032

Moved by Nadine Williams, seconded by Bill Slovitt

THAT the Library Board meeting be adjourned at 8:52 p.m.

CARRIED.

Signed: _____


Sandra Liaros, Library Board Chair

Date: _____

