

Library Board Meeting

MINUTES

September 15, 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, Bob Power, Margaret Wallace-CEO.

Regrets: Anand Daté, Nadine Williams, Councillor Richard Bartley.

Staff: Kate Scheiers, Jennifer Li, Catherine Arthurs, Brian Lavery, Anna Kroeplin.

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

The Chair welcomed Board members and staff 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.

The Chair thanked staff for setting up and promoting the Indigenous display in the Library.

2. **INTRODUCTION OF ADDENDUM ITEMS:** None.

3. **ADOPTION OF AGENDA**

MOTION - #022-040

Moved by Bob Power, seconded by John Relph

THAT the Library Board adopt the Agenda of September 15, 2022, as presented. CARRIED.

4. **ERRORS & OMISSIONS: Minutes of Regular Board Meeting – June 2, 2022**

MOTION - #022-041

Moved by Ray McNeice, seconded by Bob Power

THAT the June 2, 2022, Minutes of the regular Board Meeting be accepted. CARRIED.

5. INTRODUCTIONS & PRESENTATIONS

The CEO announced recent staffing changes as follows:

5.1 Manager, Programs & Engagement – Kate Scheiers

The CEO introduced Kate Scheiers in her new role as the Manager of Programs and Engagement. Ms. Scheiers looks forward to organizing and overseeing more programs.

5.2 Coordinator, I.T. Services – Catherine Arthurs

The CEO introduced Catherine Arthurs as the new Coordinator of I.T. Services. Ms. Arthurs worked for the Library in the past and has recently re-joined the team.

5.3 Coordinator, Service Delivery – Brian Laverty

The CEO introduced Brian Laverty who was promoted to the Coordinator of Service Delivery position. Mr. Laverty has worked for the Library as a Technical Service Assistant for 8 years.

The CEO noted that since Douglas Davey recently accepted a position with the Ministry, Marcia FrigINETTE has been promoted to the Manager of Customer Service & Collections. Ms. FrigINETTE will attend the October Library Board Meeting.

5.4 Curator – Tyler Durbano

Mr. Durbano recently accepted a permanent full-time position as the Curator of the Latcham Art Centre. The Board will meet him after this meeting for a tour of the Latcham Art Centre.

6. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETINGS:

6.1 Board Legacy Document – Board Activity

The Chair led this activity to complete their legacy forms as a team.

7. BUSINESS ARISING:

7.1 CEO-010-22: Library Statistics 2022 – Q2

The CEO noted that during Roger's major world-wide service outage on July 8th, the Library provided 6,000 connections, when it normally provides 3,000 per month. In the statistics report, outreach documented 1,400 visitors to the WSPL booth at summer events.

MOTION - #022-042

Moved by John Relph, seconded by Bill Slovitt

THAT report #CEO-010-22: *Library Statistics 2022- Q2* be received.

CARRIED.

8. COUNCIL CONNECTS: No report.

9. COMMITTEE REPORTS:

9.1 Finance Committee:

Bob Power, Chair, reported that the Committee recently met to review details of the 2022 – 2026 Operating Budgets for the Library and Latcham. The documents were distributed to the Board last week to preview. Bob thanked the CEO for her thorough work on the budgets.

The CEO noted that the newly elected Council will be reviewing department budgets in March 2023. She will consult with the Director of Finance to strategize the best approach to gain approval.

MOTION - #022-043

Moved by Sandra Liaros, seconded by Bill Slovitt

THAT report #CEO-006-22: *Budget 2023- Library Operating* be approved. CARRIED.

MOTION - #022-044

Moved by Bill Slovitt, seconded by Ray McNeice

THAT 2023 – 2026 *Library Operating Budget and Forecast Spreadsheet* be approved. CARRIED.

MOTION - #022-045

Moved by Bill Slovitt, seconded by John Relph

THAT report #CEO-007-22: *Budget 2023- Latcham Operating* be approved. CARRIED.

MOTION - #022-046

Moved by Ray McNeice, seconded by John Relph

THAT 2023 – 2026 *Latcham Operating Budget and Forecast Spreadsheet* be approved. CARRIED.

MOTION - #022-047

Moved by Sandra Liaros, seconded by Glyde MacLennan

THAT *Library Operating Budget 2022-Q2 Spreadsheet* report be approved. CARRIED.

MOTION - #022-048

Moved by Sandra Liaros, seconded by Glyde MacLennan

THAT *Latcham Operating Budget 2022-Q2 Spreadsheet* report be approved. CARRIED.

10. REPORT FROM OLS

Bob Power attended a virtual OLS session where they presented no new information. He noted that it was not well attended.

11. REPORT FROM FOPL: No report.

12. NEW BUSINESS

12.1 Board Recruitment for New Board – Recruitment Process

The term of this Library Board will be coming to an end on December 31, 2022. The Town will post recruitment applications on October 17, 2022, that will close November 9, 2022. Current Library Board members must reapply if they want to be considered to continue serving on the Board.

Applications will be vetted by the Town Clerk and the most qualified candidates will go through an interview process. The Town Clerk will present a report to Council to ask approval of recommended candidates. It would be ideal to have a few experienced Library Board members for the next term.

12.2 Board Recruitment for New Board – Briefing Document

The briefing document will be available for all applicants that defines what it is to be a Library Board member, reviews expectations, and outlines the required time-commitment. The CEO revised it to now includes the Latcham Art Centre.

MOTION - #022-049

Moved by John Relph, seconded by Bob Power

THAT the Board Recruitment for New Board *Recruitment Process* report and *Briefing Document* be approved.

CARRIED.

12.3 Grants Update

The CEO provided a verbal update on the 2022-2023 grants that have been applied for and their statuses. These include Canada Summer Jobs, Connectivity, New Horizons, Legacy Grant, Trillium and Canada Works Intern. The CEO announced that the Library and Latcham were successful in the grants process to receive a large sum from the *Canada Healthy Communities Grant* which will allow the Library to expand its sports lending collection and to build a shed for the equipment.

12.4 Policy Review

12.4.1 OP 20 Records Management to replace By-law 13-01 Document Retention Schedule

The CEO noted that policy *OP20 Records Management* has been updated to reflect digital options, which would affect disclosing records through the Freedom of Information Act.

MOTION - #022-050

Moved by John Relph, seconded by Bill Slovitt

THAT the *By-Law 13-01 Document Retention Schedule* be repealed.

CARRIED.

MOTION - #022-051

Moved by Glyde MacLennan, seconded by Bob Power
THAT policy *OP20 Records Management* be approved.

CARRIED.

12.4.2 GOV 04 Sub-Committees

The CEO has been informed that Latcham no longer qualifies for OAC grants. It was noted that the Board's Art Sub-Committee was originally created to meet OAC requirements. The CEO suggested that Latcham items can report to existing Board committees – such as the *Beyond Crafts* event can report to the Fundraising Committee and that Latcham's financials continue to be under the Board's Finance Committee. It is recommended that the Terms of Reference for the Art Sub-Committee be removed from GOV04.

MOTION - #022-052

Moved by Ray McNeice, seconded by Bill Slovitt
THAT policy *GOV04 Sub-Committee* be approved with revisions.

CARRIED.

13. ROUND TABLE DISCUSSION

The Chair asked if the Board would consider relocating the meetings back to the Library's Boardroom instead of the Children's Program Room when it was necessary to follow COVID restrictions for safe social distancing. All were in agreement to hold meetings in the Boardroom.

John Relph asked if a Library Board Council member is not re-elected on October 24, 2022, would they still serve on the Library Board? The CEO confirmed that the official end of term for Library Board members is December 31, 2022. Once new Council member(s) are formally named as a Councillor in a new Town By-Law, they can be appointed to the Library Board.

14. NEXT MEETING – Thursday, October 6, 2022

The next Library Board meeting will be on October 6, 2022, in person.

15. ADJOURNMENT

The Board will take a tour of the Latcham Art Centre after the meeting is adjourned.

MOTION - #022-053

Moved by Bill Slovitt, seconded by John Relph
THAT the Library Board meeting be adjourned at 7:54 p.m.

CARRIED.

Signed: _____

Sandra Liaros, Library Board Chair

Date: _____

Oct. 6/22

