

# Library Board Meeting

## MINUTES

January 12, 2023, at 7:00 p.m.  
*Conducted in-person at WSPL, 2 Park Drive, Stouffville, ON.*

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Present: Sandra Liaros, John Relph, Nadine Williams, Carol Hughes, Colin Whitebread,  
David Parmer, Councillor Hugh Kroon, Margaret Wallace-CEO.  
Regrets: Councillor Maurice Smith.  
Staff: Marcia Friginette, Anna Kroepelin.

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1. **CALL TO ORDER: 7:03 p.m.**

The CEO welcomed the new Library Board to their first meeting. M.Wallace explained that she will conduct the meeting until a Chair is formally elected.

**LAND ACKNOWLEDGEMENT:**

The CEO 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**

Under New Business, the CEO added item #5.1 - Code of Conduct Policy.

Members were asked to each introduce themselves providing their name, a background summary, and their interest in the Library and the Latcham Art Centre.

3. **ADOPTION OF AGENDA**

**MOTION - #023-001**

Moved by Nadine Williams, seconded by Carol Hughes

THAT the Library Board adopt the Agenda of January 12, 2023 with a noted addition. CARRIED.

4. **ERRORS & OMISSIONS: Minutes of Regular Board Meeting – December 8, 2022**

**MOTION - #023-002**

Moved by John Relph, seconded by Nadine Williams

THAT the December 8, 2022, Minutes of the regular Board Meeting be accepted. CARRIED.

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## 5. NEW BUSINESS

### 5.1 Code of Conduct Policy (Addendum item)

The CEO reviewed the GOV 06 *Board Code of Conduct*. Board members were asked to submit their signed forms by the end of the meeting to the CEO. Board members were also asked to complete a *Registered Charity Information Return* form from the Canada Revenue Agency as all registered charities must identify their Board members for grant purposes.

### 5.2 Library Tour & Latcham Tour: (7:30 pm – 8:05 pm)

The CEO led an informative tour of the Library and the Latcham Art Centre.

### 5.3 Overview of Board Elected Positions

The CEO summarized the election process of Chair and Vice-Chair positions.

### 5.4 Election – Board Chair Position

The CEO made the first call for nominations for the position of Chair of the Whitchurch-Stouffville Public Library Board for the term 2023-2026. John Relph nominated Sandra Liaros as Chair of the Library Board for 2023-2026. S.Liaros accepted the nomination.

#### MOTION - #023-003

Moved by John Relph, seconded by Nadine Williams

THAT the Board accept the nomination of Sandra Liaros as Chair of the Library Board for the 2023 – 2026 term.

CARRIED.

The CEO made the second call for nominations for the position of Chair of the Whitchurch-Stouffville Public Library Board for the term 2023-2026. None were received. As per policy, the CEO made a third call for nomination(s) for the position of Chair. As there were no other nominations for the position of Chair of the Library Board, the CEO declared the nominations closed.

#### MOTION - #023-004

Moved by Nadine Williams, seconded by David Parmer

THAT Sandra Liaros be elected as the Chair of the Library Board for the 2023 – 2026 term. CARRIED.

The CEO vacated the Chair for Sandra Liaros to assume for the remainder of the Board meeting.

### 5.5 Election – Board Vice-Chair Position

The Chair made the first call for nominations for the position of Vice-Chair of the Whitchurch-Stouffville Public Library Board for the 2023-2026 term. Councillor Kroon nominated Nadine Williams as Vice-Chair of the Library Board for 2023-2026. N.Williams accepted the nomination.

**MOTION - #023-005**

Moved by Colin Whitebread, seconded by David Parmer

THAT the Board accept the nomination of Nadine Williams as Vice-Chair of the Library Board for the 2023 – 2026 term.

CARRIED.

The Chair made the second call for nominations for the position of Vice-Chair of the Whitchurch-Stouffville Public Library Board for the term 2023-2026. None were received. The Chair made a third call for nomination(s) for the position of Vice-Chair. As there were no other nominations for the position of Vice-Chair of the Library Board, the Chair declared the nominations closed.

**MOTION - #023-006**

Moved by John Relph, seconded by Councillor Kroon

THAT Nadine Williams be elected as Vice-Chair of the Library Board for the 2023 – 2026 term.

CARRIED.

**5.6 Election – Board Secretary/Treasurer**

The Chair called for a motion to nominate and elect Margaret Wallace, CEO, to continue as the Library Board’s Secretary and Treasurer for the 2023 - 2026 term to oversee general supervision and operations of the Library and Latcham.

**MOTION - #023-007**

Moved by Carol Hughes, seconded by Colin Whitebread

THAT Margaret Wallace, CEO, be elected as Secretary and Treasurer of the Library Board for the 2023 – 2026 term.

CARRIED.

**5.7 Overview of Board Elected Sub-committees**

The Chair reviewed the purpose and duties of the Board’s sub-committees prior to each election.

**5.8 Election – Sub-committees**

**FINANCE COMMITTEE** – The Board requires up to 3 members to serve on the Finance Committee being the Board Chair, 1 Past Board Member and 1 New Board Member. The Chair asked Board members if anyone would like to volunteer to serve on the Finance Sub-Committee. Colin Whitebread and Nadine Williams volunteered to serve on the Finance Committee.

**MOTION - #023-008**

Moved by David Parmer, seconded by John Relph

THAT Sandra Liaros, Colin Whitebread and Nadine Williams serve on the Finance Committee for the 2023 – 2026 term.

CARRIED.

**HR COMMITTEE** – The Board requires up to 3 members to serve on the HR Committee being the Board Chair, 1 Past Board Member and 1 New Board Member. The Chair asked Board members if

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anyone would like to volunteer to serve on the HR Sub-Committee. John Relph and Carol Hughes volunteered to serve on the HR Committee.

**MOTION - #023-009**

Moved by Nadine Williams, seconded by Councillor Kroon

THAT Sandra Liaros, John Relph and Carol Hughes serve on the HR Committee for the 2023 – 2026 term.

CARRIED.

**FUNDRAISING COMMITTEE** – The Board requires 3 members to serve on the Fundraising Committee which is open to all to join. The Chair asked if any Board members would like to volunteer to serve on the Fundraising Sub-Committee. John Relph and the CEO listed some examples of fundraising initiatives including the Donor Wall and the annual “Stouffville Reads” event. David Parmer and John Relph volunteered to serve on the Fundraising Committee. Councillor Kroon offered to help to raise funds without serving on the sub-committee.

**MOTION - #023-010**

Moved by Carol Hughes, seconded by Colin Whitebread

THAT David Parmer and John Relph serve on the Fundraising Committee for the 2023 – 2026 term.

CARRIED.

The Chair thanked Board members for volunteering their time on the sub-committees.

**5.9 Board Orientation – Session 1**

The CEO conducted a PowerPoint presentation that reviewed Board structure, roles, and responsibilities. Information binders were distributed as well. M.Wallace noted that staff will make presentations based on their sections at the next Library Board meeting.

D.Parmer inquired if there would be any training opportunities for the Board. M.Wallace advised that various training will be offered such as *Safe Spaces* and *Truth & Reconciliation* training. She noted that there will be a joint, full-day training session for all Northern 6 + 1 Library Board members on April 22, 2023, hosted by East Gwillimbury. The CEO will provide more information in March.

**5.10 Report CEO-001-23: 2023 Special Events & Program Planning Highlights**

The CEO reviewed her report for information only that listed some Library and Latcham events and programs in 2023. The CEO provided more specific details on some of the programs.

**MOTION - #023-011**

Moved by Carol Hughes, seconded by Colin Whitebread

THAT report #CEO-001-23 “2023 Special Events & Program Planning Highlights” be received by the Board for information.

CARRIED.

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## 6. ROUND TABLE DISCUSSION

- John Relph asked the CEO to send the Board a brief description on FOPL and OLS for the next Board meeting.
  - FOPL – Federation of Ontario Public Libraries – advocacy group that deals with Provincial and Federal levels of government.
  - OLS – (formerly *SOLS*) – Ontario Library Service – provides programs and services to libraries at a Provincial level.

After a fulsome discussion, the Board may choose to elect one or two FOPL representatives at the next meeting, and not elect an OLS representative as all information is sent to the CEO from OLS.

- The Chair encouraged Board members to attend Latcham’s Opening Reception on January 20, 2023, for a new exhibit. She also asked Board members to drop into Latcham and the Library on January 21<sup>st</sup> where Wintersong Music Festival programs will be running.

## 7. NEXT MEETING – Thursday, February 9, 2023

The next Library Board meeting will be held on February 9, 2023, in person.

## 8. ADJOURNMENT

### MOTION - #023-012

Moved by Nadine Williams, seconded by Colin Whitebread  
THAT the Library Board meeting be adjourned at 9:07 p.m.

CARRIED.

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

Sandra Liaros, Library Board Chair

Date: \_\_\_\_\_

Feb 9/2023

