

Library Board Meeting

MINUTES

February 9, 2023, at 7 p.m.

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

Present: Sandra Liaros, John Relph, Nadine Williams, Carol Hughes, David Parmer, Councillor Maurice Smith, Councillor Hugh Kroon, Margaret Wallace-CEO.

Absent: Colin Whitebread

Staff: Marcia Friginette, Kate Scheiers, Jennifer Onlock, Anne Houle, Jennifer Li, Brian Laverty, Catherine Arthurs, Erica Joaquin, Tyler Durbano, Anna Kroeplin.

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

The Chair welcomed Board Members and called the meeting to order at 7:00 p.m.

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

There were no additions to the agenda.

3. ADOPTION OF AGENDA

MOTION - #023-013

Moved by Carol Hughes, seconded by Councillor Kroon

THAT the Library Board adopt the Agenda of February 9, 2023.

CARRIED.

4. ERRORS & OMISSIONS: Minutes of Regular Board Meeting – January 12, 2023

MOTION - #023-014

Moved by John Relph, seconded by Nadine Williams

THAT the January 12, 2023, Minutes of the regular Board Meeting be accepted.

CARRIED.

5. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

There were no matters arising from the Minutes of the previous Board meeting.

6. BUSINESS ARISING

6.1 Harassment and Violence in the Workplace – Return to Operational

The *Harassment and Violence in the Workplace* policies are operational policies under the authority of the CEO. The policies were brought to the Board last year in error; therefore, they move back into the authority of the CEO.

7. COUNCIL CONNECTS

Maurice Smith introduced himself and shared that he is currently serving his third term on Council and in the past, had served on this Library Board serving as Chair for two terms.

8. COMMITTEE REPORTS

There were no Committee reports.

9. NEW BUSINESS

9.1 Election – FOPL Representative

This position is responsible for gathering information by attending the Federation of Ontario Public Libraries meetings and updating the Library Board. The Chair asked if a Board member would like to serve as the FOPL Representative. Nadine Williams volunteered for the position.

MOTION - #023-015

Moved by Carol Hughes, seconded by Councillor Kroon

THAT Nadine Williams be elected to represent WSPL at the Federation of Ontario Public Libraries meetings for information gathering during the 2023 – 2026 term. CARRIED.

9.2 Election – OLS Representative

Since the CEO receives all information from Ontario Library Service, it was deemed unnecessary to have a Board member serve as a WSPL representative.

9.3 Change of Board Meeting Date – June 1 to June 8

The CEO asked the Board to consider changing the June 1st meeting date to June 8th to accommodate the new Auditor's schedule to attend the June Board meeting.

MOTION - #023-016

Moved by David Parmer, seconded by John Relph

THAT the Board approve rescheduling the June 1, 2023, Library Board meeting to June 8, 2023.

CARRIED.

9.4 Board Orientation – Session 2 (7:10 – 8:25 p.m.)

The CEO introduced the 2nd orientation session that outlined Library and Latcham departments, available services, and programs offered to the public. The CEO asked each staff member to introduce themselves and present the following to the Library Board:

- CEO Administration – The roles of the Library and Latcham were presented. The CEO described her responsibilities that include Board liaison and support, strategic planning, leadership, financial services, budgeting, accounting, payroll, grant and fundraising management, partnership development and maintenance, liaison with Town Council and Staff, human resources management, records management, and office support.
- Financial Services – includes assisting the CEO with operating and capital budgets, cash management, quarterly budget analysis, financial transactions, prepare and file taxes, internal controls, and liaison with Town Finance Department.
- IT Services – includes corporate and staff technology training and support, software support, corporate device and systems management, liaison with Town IT Department, website administration, and first point of contact with external vendors.
- Programming & Community Engagement - includes managing community partnerships, English language learning programs, external communications, social media, and outreach events.
- Children’s Services - includes programs for babies, toddlers and school-aged children, outreach initiatives with local schools, and the annual summer reading program. Tweens and teens are supported with engaging programs and services and offer a teen advisory group (TAG).
- Adult Services – includes managing adult book clubs, programs, and services, plus connecting with businesses through the Chamber of Commerce.
- Makerspace - includes overseeing and offering use of new technologies and equipment to all ages, and use of the Recording Studio.
- Collections Overview – includes development, maintenance, technical services, acquisition, cataloguing and processing collections, Reader’s Advisory Service, and digital collection services.
- Customer Service – includes overseeing customer excellence standards, information services, scheduling of public service staff, staff training, Internet stations, room bookings, circulation services such as Books on Wheels, and inter-library loans.
- Latcham Art Centre – The gallery was founded in 1979 and they continue to educate, challenge, and inspire the public and offer free admission. Latcham is a registered charity.
- Latcham Exhibitions – There are 12 exhibitions per year: 5 curated, 1 juried, 2 are for students and 4 are regional/local artists. Latcham currently curate exhibitions in public spaces at the Town Offices.
- Latcham Programming & Events - Programming is offered year-round for all ages. There are visual art classes, workshops, free all-ages community programming, community outreach/ events, and school tours.
- Library 2022 Statistics – Last year the Library was fully open since the global pandemic shut-down in 2020. Statistics in 2022 included 151,069 visitors, 2,228 new cardholders, 265,543 print items circulated, 453,931 digital books circulated, 15,768 database session, 42 virtual

programs had 2,601 participants and 636 in-person programs had 18,219 participants. It was confirmed that there were some waitlists for popular programs, and that reciprocal borrowing is shared with all York Region libraries.

- Latcham 2022 Statistics – In 2022, Latcham offered 237 programs with 8,274 participants. There were 8 exhibitions that had 7,540 visitors. It has been observed that visitors have doubled in attendance at Exhibition openings and that youth are attending more often.

The CEO thanked staff for their dedicated work during the pandemic by offering quality service and programs. The Board thanked staff for their commitment as well.

9.5 Report CEO-002-23: Strategic Plan Accomplishments

The CEO reviewed her report that listed 2022 Strategic Plan accomplishments. The report has been submitted to Council to review at their next regular meeting.

MOTION - #023-017

Moved by Carol Hughes, seconded by Nadine Williams

THAT report #CEO-002-23: “*Strategic Plan Accomplishments 2022*” be received for information.

CARRIED.

10. ROUND TABLE DISCUSSION

The draft budget will be received by Town senior staff and the CEO tomorrow. Budget presentations are scheduled on March 1 and March 2, 2023. All Board members are invited to attend Council when the budget for Library and Latcham is presented to show their support.

11. NEXT MEETING – Thursday, March 9, 2023

The third Orientation will outline the Library Master Plan at the next Library Board meeting.

It was noted that typically, the first Thursday of the month is the Library Board meeting, however March 2nd is a Town Budget meeting, so March 9th was selected as the next Library Board meeting.

12. ADJOURNMENT

MOTION - #023-018

Moved by David Parmer, seconded by Councillor Smith

THAT the Library Board meeting be adjourned at 8:36 p.m.

CARRIED.

Signed: _____

Sandra Liaros, Library Board Chair

Date: _____

March 9/23