

Library Board Meeting

MINUTES

March 9, 2023, at 7 p.m.

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

Present: Sandra Liaros, Carol Hughes, Colin Whitebread, David Parmer, John Relph (virtually),
Councillor Hugo Kroon, Margaret Wallace-CEO.
Staff: Marcia Friginette, Kate Scheiers, Anna Kroepin, Catherine Arthurs (7-7:20 pm).
Regrets: Nadine Williams, Councillor Maurice Smith.

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

The Chair 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**

Revise Item #11. to be "*In Camera Discussion*".

Item #12. will then be "*Round Table Discussion*", #13 will be "*Next Meetings*", and then #14 will be "*Adjournment*".

3. **ADOPTION OF AGENDA**

MOTION - #023-019

Moved by Carol Hughes, seconded by Colin Whitebread

THAT the Library Board adopt the Agenda of March 9, 2023, with amendment.

CARRIED.

4. **Presentation: WSPL Lendery**

Marcia Friginette, Manager of Customer Service & Collections, was introduced and gave a presentation on the Library's new Lendery service. A public launch will be held on April 13, 2023 as a York Region lendery location. Non-traditional items will be available for a 1-week lending period, such as small appliances, technology units, and sports equipment.

Customers must be 18-years of age, have a Library card, and submit a signed waiver for the borrowed equipment.

Ms. Friginette was thanked for her comprehensive and informative presentation.

Presentation: WSPL Website

Catherine Arthurs, Coordinator of Information Services, was introduced and gave a presentation on the Library's refreshed website. The new website is intended to improve customer experience. Accessibility requirements have been improved as well.

Ms. Arthurs was thanked for her presentation.

5. ERRORS & OMISSIONS: Minutes of Regular Board Meeting – February 9, 2023

MOTION - #023-020

Moved by David Parmer, seconded by Councillor Kroon

THAT the February 9, 2023, Minutes of the regular Board Meeting be accepted.

CARRIED.

6. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

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

7. BUSINESS ARISING

7.1 Operating Budget 2023 Update

The CEO reported that the Operating Budget for the Library was recently approved by Council with no changes, and approval of a new Marketing position was also achieved.

Ms. Wallace thanked the Board and its Councillor representatives for their unwavering support during the budget process. Councillor Kroon thanked the CEO for her thorough presentation to Council and dedication to the Library and Latcham Art Centre. Council is confident that the budget investment provides a high return on community service and engagement.

The Capital Budget had one change that will delay the design process for the new library branch.

Planning for the 2024 budgets will commence soon as it is due to the Town in July and will go before Council in November 2023.

7.2 N6+1 Board Training Day – April 22, 2023

The Board members were reminded to register for the April 22nd Board Training Day being held in East Gwillimbury for all Library Boards in the Northern 6 (+1) municipalities. This is an excellent opportunity to learn Board responsibilities and network. Please contact the CEO if you require help registering.

8. COUNCIL CONNECTS

Councillor Kroon reported that Council has completed approval of department budgets.

9. REPORT FROM FOPL

There was no report on the Federation of Ontario Public Libraries (FOPL).

10. NEW BUSINESS

10.1 Board Orientation #3 – Library Master Plan Presentation

The CEO presented the 3rd orientation session that outlined the Library Master Plan. The five objectives of the Master Plan are: (1) Value assessment of existing programs and services, facility and collections; (2) Impact of existing and true growth patterns; (3) Detailed functional plan for any planned or recommended facilities; (4) Undertake facility location review; and (5) Financial implications of proposed recommendations, which are as follows:

Recommendations: (1) Begin planning for new library facilities in community; (2) Optimize the existing library; (3) Continue to grow the collection; (4) Continually develop marketing and promote programs and service; (5) Develop a technology plan; (6) Hire additional marketing personnel; and (7) Finish finalizing the website. The CEO noted that staff has been working on the recommendations and that some are completed.

10.2 Staff Development Day – May 15th

The CEO invited Board members to join the Staff Development Day on May 15th. This is a team building and educational event for all staff. Board members have the option to join a session or attend the all-day event. Please send RSVPs directly to the CEO. Breakfast and lunch are provided.

10.3 Library Reserves and Bank Account Terms of Reference – 2023 Target Establishment

The CEO explained the purpose of the Reserves Funds. In the original Terms of Reference a distinctly separate reserve fund was recommended for Latcham, however, it has been determined that it will be too challenging for Latcham to raise funds to cover unexpected incidentals. It is recommended to include Latcham into the Library's reserve funds.

MOTION - #023-021

Moved by Carol Hughes, seconded by Colin Whitebread

THAT the Library Board approve the revised Terms of Reference for the Financial Reserves Account.

CARRIED.

10.4 Policy Review – LIB HR09 – Health & Safety (no changes)

The CEO reviewed policy *HR09 – Health and Safety* and noted that there were no changes.

MOTION - #023-022

Moved by David Parmer, seconded by Colin Whitebread

THAT Policy *HR09 – Health & Safety* be approved.

CARRIED.

11. IN CAMERA DISCUSSION

The Chair declared that the Board move into an in-camera meeting, as per the Public Libraries Act, Section 16.1, subsection 4, to discuss confidential material. The Chair invited Board members and the CEO to join the in-camera meeting, all others present were temporarily dismissed.

MOTION - #023-023

Moved by Councillor Kroon, seconded by David Parmer

THAT the Board move into an in-camera meeting at 8:03 p.m.

CARRIED.

MOTION - #023-024

Moved by Carol Hughes, seconded by Colin Whitebread

THAT the Board move out of the in-camera meeting at 8:22 p.m.

CARRIED.

MOTION - #023-025

Moved by David Parmer, seconded by Carol Hughes

THAT the Town's HR Staff assist the Library's CEO with negotiation for the renewal of the collective agreement between the Library Board and CUPE.

CARRIED.

12. ROUND TABLE DISCUSSION

The CEO introduced two additional items:

Annual Juried Exhibition

The CEO reported that there were 171 artist submission and 300 pieces were judged. 31 artists with 34 pieces were selected for the exhibition. This was a massive undertaking by Latcham staff and volunteers who were thanked for their time and work on it. C. Whitebread added that Latcham

Annual Juried Exhibition has become more competitive through the years as it is renowned on a national level.

Town Award – Holiday Market

The Town recently received two awards for their Holiday Market event. CEO congratulated Latcham for their contribution to the Town’s success as they held their annual *Beyond Craft* event during the Town’s event. She noted that the *Beyond Craft* sale received 5,000 visitors during the 2022 event.

13. NEXT MEETING

The next Board meeting will be on Thursday, April 6, 2023, at 7:00 p.m.

14. ADJOURNMENT

MOTION - #023-026

Moved by David Parmer, seconded by Councillor Kroon
THAT the Library Board meeting be adjourned at 8:41 p.m.

CARRIED.

Signed: 
Sandra Liaros, Library Board Chair

Date: April 6/2023

