

Library Board Meeting

MINUTES

April 6, 2023, at 7 p.m.

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

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

Staff: Marcia Friginette, Kate Scheiers, Ben Shaw, Tyler Durbano, Anna Kroeplin.

1. CALL TO ORDER:

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: None.

3. ADOPTION OF AGENDA

MOTION - #023-027

Moved by Nadine Williams, seconded by John Relph
THAT the Library Board adopt the Agenda of April 6, 2023.

CARRIED.

4. INTRODUCTION: Ben Shaw, Coordinator of Adult Services

The CEO introduced Ben Shaw, Coordinator of Adult Services. Mr. Shaw shared his background and library experience. The Chair congratulated Mr. Shaw and welcomed him to the Library team.

PRESENTATION: 2023 Latcham Exhibitions – Tyler Durbano, Curator

The Chair introduced Tyler Durbano, Curator of the Latcham Art Centre. Mr. Durbano shared images of past and future exhibitions for the 2023 year at the Latcham Art Centre and Town Offices, explaining each exhibit theme and the history of the artist.

Mr. Durbano was thanked for his informative presentation.

PRESENTATION: Diversity and Inclusion at the Library – Kate Scheiers & Marcia Friginette

The Chair introduced Marcia Friginette, Manager of Customer Service and Collections who made a presentation on the Library’s Diversity and Inclusion initiatives. Ms. Friginette reviewed the Library’s core values and service excellence that is supported by staff training such as Safe Zone certification, Truth & Reconciliation education, Homelessness training, CAMH training, and Health & Safety training.

Kate Scheiers, Manager of Programs and Engagement introduced the Board to the variety of accessible technology and equipment available at the Library, such as photo scanner/reader, a screen reader, and tools for website AODA compliancy. WSPL offers services and programs in different languages, plus teaching tools such as English language learning, American sign language and Canadian Citizenship studies. Partnerships with CCSYR, Autism in Mind Children’s Charity, and the Library Settlement Partnership help further support our community. The Library offers infant hearing screenings, technology drop-ins for Seniors, and monthly displays promoting culturally significant events, dates and/or programs.

Ms. Friginette and Ms. Scheiers were thanked for their informative presentation.

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

MOTION - #023-028

Moved by Councillor Kroon, seconded by Colin Whitebread

THAT the March 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. **COUNCIL CONNECTS**

The Town has hired a new CAO, Sunny Bains, who was the former Director of Leisure Services.

8. **COMMITTEE REPORTS**

8.1 Finance Sub-Committee

Colin Whitebread was congratulated as the new Chair of the Finance Sub-Committee. He reviewed the Operating budget of the Library and Latcham from the first quarter to March 27, 2023. There were no issues. Discussion ensued on details of the Operating budget to ensure the Board’s full understanding of line items and past processes.

MOTION - #023-029

Moved by Carol Hughes, seconded by Nadine Williams

THAT the Operating budget review of the first quarter to March 27, 2023, be received. CARRIED.

9. REPORT FROM OLS

There was no update from Ontario Library Service.

10. REPORT FROM FOPL

Nadine Williams attended a caucus meeting of the Federation of Ontario Public Libraries where they discussed their upcoming AGM and the future legislation related to Naloxone kits.

Board discussion ensued on Library staff safety including training and onsite equipment (e.g., defibrillator, two-way radios, etc.)

11. NEW BUSINESS

11.1 CEO-003-23: Summer Grant Student Positions

The CEO reported that the Summer Grant is pending, and the hiring process is underway for students to start work at the Library and Latcham Art Centre in May 2023.

MOTION - #023-030

Moved by Carol Hughes, seconded by Nadine Williams

THAT Report #CEO-003-23: *Summer Grant Student Positions* be received for information. CARRIED.

11.2 Policy Review: OP21 – Service Animals

The CEO reviewed policy *OP21 – Service Animals* that will support staff when dealing with a customer with an animal. Discussion ensued on the proper identification for service animals in public facilities noting that they should always be leashed and under the customer's control.

MOTION - #023-031

Moved by David Parmer, seconded by Colin Whitebread

THAT *Policy OP21 – Service Animals* be approved. CARRIED.

12. 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.c, to discuss labour relations or employee negotiations. The Chair invited Board members and the CEO to join the in-camera meeting, and all other people present were temporarily dismissed.

MOTION - #023-032

Moved by Colin Whitebread, seconded by John Relph
THAT the Board move into an in-camera meeting at 8:00 p.m.

CARRIED.

MOTION - #023-033

Moved by Councillor Kroon, seconded by David Parmer
THAT the Board move out of the in-camera meeting at 8:14 p.m.

CARRIED.

13. ROUND TABLE DISCUSSION

Staff Development Day – May 15, 2023

The CEO invited Board members to attend an upcoming Staff Development Day on Monday, May 15th (the Library will be closed). It is an opportunity for the Board to become familiar with staff by joining the educational and team building event. The CEO distributed the itinerary and asked the Board to RSVP to her if they would like to attend the full or partial day.

14. NEXT MEETINGS

The N6+1 Training in East Gwillimbury will be on Saturday, April 22, 2023

The CEO reminded Board members to pre-register for the N6+1 training. Seven Library Boards have been invited to learn about library advocacy, parliamentary procedures, and government. Breakfast and lunch will be served at the full day training.

Library Board Meeting

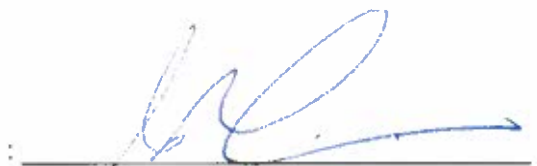
The next Board meeting will be on Thursday, May 4, 2023, at 7:00 p.m.

15. ADJOURNMENT

MOTION - #023-034

Moved by David Parmer, seconded by Councillor Smith
THAT the Library Board meeting be adjourned at 8:22 p.m.

CARRIED.



Sandra Liaros, Library Board Chair

Date: May 4/23