

Library Board Meeting

MINUTES

May 4, 2023, at 7 p.m.

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

Present: Sandra Liaros, Colin Whitebread, David Parmer, Councillor Hugo Kroon, Councillor Maurice Smith, Carol Hughes, Margaret Wallace-CEO.
Guest: Jeremy Harness, Director of Finance, Town of Whitchurch-Stouffville.
Regrets: John Relph.
Absent: Nadine Williams.
Staff: Marcia FrigINETTE, Kate Scheiers, 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**

There were no addendum items for the agenda.

3. **ADOPTION OF AGENDA**

MOTION - #023-035

Moved by David Parmer, seconded by Colin Whitebread
THAT the Library Board adopt the Agenda of May 4, 2023.

CARRIED.

4. **PRESENTATION: Jeremy Harness, Director of Finance, Town of Whitchurch-Stouffville**

The CEO introduced Mr. Harness who made a presentation on Development Charges that included definitions, eligibility of projects, allocation of funds and Bill 23. The Town is keeping up to date of frequent provincial changes and is working on solutions with the Province. Mr. Harness underscored the importance of the completed Library Master Plan that outlines current and future needs of the library to support the community. The Chair thanked Mr. Harness for his informative presentation.

5. ERRORS & OMISSIONS: Minutes of Regular Board Meeting – April 6, 2023

MOTION - #023-036

Moved by Councillor Kroon, seconded by Carol Hughes

THAT the April 6, 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 Debrief of the N6+1 Training

The Chair thanked the CEO and her N6 team for organizing the event. Participants found the training to be informative and valuable towards their success in fulfilling their Board terms.

8. COUNCIL CONNECTS

There were no updates related to the Library from Council.

9. REPORT FROM OLS

There was no update from the Ontario Library Service.

10. REPORT FROM FOPL

There was no update from the Federation of Ontario Public Libraries.

11. NEW BUSINESS

11.1 CEO-005-23: Reserve Contributions and Balances

The CEO clarified how funds are generated and allocated in the Reserves fund. When there is a surplus of the annual Council-approved budget, funds are assigned to the Reserves to support current and future projects and repairs.

MOTION - #023-037

Moved by Carol Hughes, seconded by David Parmer

THAT the CEO be authorized to move the surplus funds of \$11,200 from the *Beyond Craft* event to the Donations Reserve and bring back into operating the following year to fund the Latcham Art Centre initiatives. CARRIED.

11.2 CEO-004-23: Statistics 2023 – Q1

The CEO reviewed 2023’s first quarter statistics. Discussion ensued on comparing 2022 first quarter program statistics to 2023 which showed that WSPL is having a very strong first quarter in reaching pre-pandemic numbers. The CEO noted that Latcham’s Youth Open Studio was well attended in 2022, but greatly declined in 2023, therefore the program will be cancelled and replaced by another program.

MOTION - #023-038

Moved by David Parmer, seconded by Colin Whitebread
THAT Report #CEO-005-23: Reserve Contributions and Balances be received for information; and
THAT Report #CEO-004-23: Statistics 2023 – Q1 be received for information. CARRIED.

11.3 Policy Review: Bylaw 12-01: Board Meetings

The CEO reviewed bylaw 12-01 highlighting her recommended revisions.

MOTION - #023-039

Moved by Carol Hughes, seconded by Councillor Smith
THAT *Bylaw 12-01: Board Meetings* be approved with recommended revisions. CARRIED.

11.4 Stouffville Reads Fundraising Event

The annual *Stouffville Reads* fundraising event will be held on June 15, 2023, at 19-on-the-Park. The CEO distributed assignments to Board members to help with sponsorship, silent auction items and ticket sales.

12. ROUND TABLE DISCUSSION

There were no further library items for discussion.

13. NEXT MEETING

The next Board meeting will be on Thursday, June 8, 2023, at 7:00 p.m.

14. ADJOURNMENT

MOTION - #023-040

Moved by Councillor Kroon, seconded by Carol Hughes
THAT the Library Board meeting be adjourned at 8:00 p.m. CARRIED.

Signed: _____
Sandra Liaros, Library Board Chair

Date: _____