

Library Board Meeting

MINUTES

June 8, 2023, at 7 p.m.

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

Present: Sandra Liaros, Colin Whitebread, David Parmer, Carol Hughes, Councillor Maurice Smith, Margaret Wallace-CEO.
Regrets: Nadine Williams, John Relph, Councillor Hugo Kroon
Guests: Maria Khoushnood - KPMG Auditor, Carly Somers – Financial Analyst, Town of Whitchurch-Stouffville
Staff: Marcia FrigINETTE, Kate Scheiers, Jennifer Li, Jennifer Onlock.

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 - #023-041

Moved by Carol Hughes, seconded by Colin Whitebread
THAT the Library Board adopt the Agenda of June 8, 2023.

CARRIED.

4. **INTRODUCTION OF GUEST**

The Chair introduced Maria Khoushnood of KPMG Auditors who presented the Whitchurch-Stouffville Public Library and Latcham Art Centre 2022 Audit. She reviewed the draft Financial Statements and the Audit Findings Report.

There were no deficiencies found and Ms. Khoushnood was complimentary of the Library and Town staff who worked with KPMG in a collaborative, supportive environment.

The Chair thanked Ms. Khoushnood for her thorough presentation and excused her from the meeting.

INTRODUCTION: Christina Lee, Coordinator of Events and Fundraising

The CEO introduced Christina Lee, Coordinator of Events and Fundraising. The Chair congratulated Ms. Lee and welcomed her to the Library team.

5. ERRORS & OMISSIONS: Minutes of Regular Board Meeting – May 4, 2023

MOTION - #023-042

Moved by Colin Whitebread, seconded by David Parmer

THAT the May 4, 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 Staff Development Day 2023

The Chair introduced Marcia Friginette, Manager of Customer Service and Collections, who made a presentation about Staff Development Day 2023.

Ms. Friginette was thanked for her presentation.

8. COUNCIL CONNECTS

No update.

9. NEW BUSINESS

9.1 Policy Review: OP17 – Rules of Conduct

The CEO reviewed policy *OP17 – Rules of Conduct* that will support staff when dealing with negative customer situations.

9.2 Policy Review: By-law 12-10 – Board Meetings

The Chair explained that there is a proposed additional change to this By-law, which was approved at the May 4, 2023 meeting. To open this By-law so soon, a majority vote is required from the Board.

MOTION - #023-043

Moved by Councillor Smith, seconded by Carol Hughes
THAT *By-Law 12-01 -Board Meetings* be re-opened for discussion and update. CARRIED.

Discussion took place on the proposed change to the By-Law.

MOTION - #023-044

Moved by Councillor Smith, seconded by Carol Hughes
THAT *By-Law 12-01 – Board Meetings* be approved with the revision to section 3.13, and that *Policy OP17 – Rules of Conduct* be approved as presented. CARRIED.

9.3 2022 Audit

MOTION - #023-045

Moved by Colin Whitebread, seconded by David Parmer
THAT the 2022 Audit prepared by KPMG Auditors be approved. CARRIED.

9.4 Annual Report 2022

MOTION - #023-046

Moved by David Parmer, seconded by Carol Hughes
THAT the 2022 Annual Report be approved. CARRIED.

10. 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 - #023-047

Moved by Carol Hughes, seconded by Councillor Smith
THAT the Board move into an in-camera meeting at 7:45 p.m. CARRIED.

MOTION - #023-048

Moved by Carol Hughes, seconded by David Parmer
THAT the Board move out of the in-camera meeting at 8:05 p.m. CARRIED.

MOTION - #023-049

Moved by Councillor Smith, seconded by Carol Hughes
THAT Trustee Nadine Williams is granted a one-year leave of absence from the Library Board, to be reviewed in May 2024. CARRIED.

11. ROUND TABLE DISCUSSION

Stouffville Reads – June 15, 2023

The Chair reminded the Board that the Stouffville Reads 2023 gala event will be held Thursday, June 15, 2023 at 19 on the Park beginning at 6:00 PM.

12. NEXT MEETINGS

Library Board Meeting

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

13. ADJOURNMENT

MOTION - #023-050

Moved by Colin Whitebread, seconded by David Parmer
THAT the Library Board meeting be adjourned at 8:15 p.m.

CARRIED.

Signed: _____
Sandra Liaros, Library Board Chair

Date: _____