

Library Board Meeting

MINUTES

November 2, 2023, at 7 p.m.

Conducted Hybrid at WSPL, 2 Park Drive, Stouffville, ON.

Present: Sandra Liaros, Nadine Williams, Carol Hughes, David Parmer, Margaret Wallace-CEO, Councillor Kroon

Regrets/Absent: Councillor Smith, Colin Whitebread

Staff: Marcia Friginette, Kate Scheiers, Jennifer Li, RM Pucci (secretary)

Guest: Becky Jamieson-Clerk/Director of Corporate Services, Town of Whitchurch-Stouffville

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.

Board Chair introduced Rose Mary Pucci, EA to CEO Margaret Wallace.

2. **INTRODUCTION OF ADDENDUM ITEMS**

There were no additions to the agenda.

3. **ADOPTION OF AGENDA**

MOTION - #023-051

Moved by Nadine Williams, seconded by Carol Hughes

THAT the Library Board adopt the Agenda of November 2, 2023.

CARRIED.

4. **PRESENTATION: Strong Mayor Powers**

Becky Jamieson, Town of WS - Clerk/Director of Corporate Services, discussed Strong Mayor Powers, which has been in effect through Bill 3, as of September 8, 2022, and on Oct 31, 2023 for the Town of WS. Decisions are made by the Mayor regarding governance and policy, and powers fall into 3 categories: Legislative, Administrative, and Financial. Mayor can delegate Administrative, but not Legislative or Financial Powers.

5. **ERRORS & OMISSIONS: Minutes of Regular Board Meeting – June 8, 2023**

MOTION - #023-052

Moved by David Parmer, seconded by Carol Hughes

THAT the June 8, 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 **Recruitment Applications/Interviews – Mid-Term Board Vacancy**

Vacancy has been posted in the community and closing on November 6, 2023. CEO is scheduled to conduct interviews on November 13 for this position.

MOTION - #023-053

Moved by David Parmer, seconded by Nadine Williams

THAT the *CEO-008-23 Mid-Term Board Vacancy* be received for information. CARRIED.

8. **COUNCIL CONNECTS**

Councillor Kroon noted the new Strong Mayor Budget process. There are no surprises and Council is satisfied with the work of the Library and their successes. Major changes are not anticipated.

9. **COMMITTEE REPORTS – FINANCE COMMITTEE**

Board Chair Sandra invited questions and/or comments for discussion.

9.1 **Q2 Library Operating Budget 2023 – Actuals vs. Budget**

9.2 **Q2 Latcham Operating Budget 2023 – Actuals vs. Budget**

9.3 **Q3 Library Operating Budget 2023 – Actuals vs. Budget**

9.4 **Q3 Latcham Operating Budget 2023 – Actuals vs. Budget**

MOTION - #023-054

Moved by Carol Hughes, seconded by Nadine Williams

THAT *Q2 Library Operation Budget 2023-Actuals vs. Budget, Q2 Latcham Operating Budget 2023 – Actuals vs. Budget, Q3 Library Operating Budget 2023 – Actuals vs. Budget, and Q3 Latcham Operating Budget 2023 – Actuals vs. Budget* be approved as presented. CARRIED.

9.5 CEO-006-23 Operating Budget 2024 – Library

9.6 CEO-007-23 Operating Budget 2024 – Latcham

9.7 CEO-010-23 Library and Latcham 2024 Capital Budget

MOTION - #023-055

Moved by Nadine Williams, seconded by David Parmer

THAT *CEO-006-23 Operating Budget 2024 – Library, CEO-007-23 Operating Budget 2024 – Latcham, and CEO-010-23 Library and Latcham 2024 Capital Budget* be approved as presented. CARRIED.

10. REPORT FROM FOPL

Nadine Williams reported that she sent a FOPL survey out to the Board to complete.

11. NEW BUSINESS

11.1 Presentation – Sport Lending Library/Adventure Zone

Presented by Marcia Friginette, Manager of Customer Service & Collections. Marcia reported that this project was made possible through the Canada Health Communities Initiative Grant. The goal of this program is to provide access to recreational equipment, encourage residents to connect to the community, and to enhance awareness of parks and trails.

11.2 Policy Review

a. OP11 – Unattended Children- REVISED

The CEO reviewed policy *OP11 – Unattended Children*, outlining the recent changes to legislation that were updated in the policy.

b. FN04 – Intellectual Freedom - REVISED

The CEO reviewed policy *FN04 – Intellectual Freedom*, and the recent updates to Library position statements that were captured in the revised policy.

c. GOV01 – Purpose of the Board - REVISED

The CEO reviewed policy *GOV01 – Purpose of the Board*. Changes that have been included are based on suggestions from Ontario Library Services (OLS).

MOTION - #023-056

Moved by Councillor Kroon, seconded by Nadine Williams

THAT policy *OP11 – Unattended Children*, policy *FN04 – Intellectual Freedom*, and policy *GOV01 – Purpose of the Board*, be approved as presented. CARRIED.

11.3 CEO-009-23 Statistics Q2

Carol inquired as to reason why website visits decreased in Q3. The CEO advised that website visits increased during COVID, but it is normal now to see a decline as in-person visits have increased.

MOTION - #023-057

Moved by Carol Hughes, seconded by David Parmer

THAT *Report CEO-009-23: Statistics Q2* and *CEO-011-23 Statistics 2023 Q3* be approved.

CARRIED.

11.4 2024 Board Meeting Dates and Holiday Closures

CEO offered option of revised meeting hours of Board Committee; decision of Committee to leave as is. However, Councillor Kroon suggested polling all members and new Board member for further options in near future for 2024, perhaps in February.

MOTION - #023-058

Moved by Nadine Williams, seconded by Carol Hughes

THAT the *2024 Library Board Meeting Schedule & Library Holiday Schedule* be approved.

CARRIED.

11.5 Board Annual Self-Assessment

Assessments to be forwarded to Board Chair or CEO.

12 ROUND TABLE DISCUSSION

WSPL has been approved for 2 presentations at the 2024 Ontario Library Association Conference, to be conducted by Marcia Friginette and Kate Scheiers.

David commented on the Makerspace and Fan Fest events; terrific energy and wonderful exhibits.

The CEO announced the Holiday Dinner will be on December 7, and Board will be treated to 2024 sneak peak of exhibitions by Latcham staff.

13 NEXT MEETING – Thursday, December 7, 2023 @ Latcham Art Centre.

14 ADJOURNMENT

MOTION - #023-059

Moved by Nadine Williams, seconded by Carol Hughes

THAT the Library Board meeting be adjourned at 8:16 p.m.

CARRIED.

Signed: _____
Sandra Liaros, Library Board Chair

Date: _____