



# Library Board Meeting

## MINUTES

March 7, 2024 at 7:00 p.m.

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

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Present: Sandra Liaros, Margaret Wallace – CEO, Nadine Williams, Carol Hughes, Colin Whitebread, David Parmer, Dina Simon, Rocco Priore

Regrets/Absent: Councillor Hugo Kroon, Councillor Maurice Smith

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

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1. **CALL TO ORDER: 7:00 PM**

The Chair welcomed Board Members and called the meeting to order at 7:12 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 additions to the agenda.

3. **ADOPTION OF AGENDA**

**MOTION - #024-008**

Moved by Carol Hughes, seconded by Nadine Williams

THAT the Library Board adopt the Agenda of March 7, 2024.

CARRIED

4. **PRESENTATION: New Collection – Sensory Kits! Marcia Friginette, Manager of Customer Service and Collections and Anne Houle, Coordinator of Children’s Services**

Marcia Friginette, Manager of Customer Service and Collections, presented to the Board a new collection for the Library made possible through a \$5000 grant. Together with a local organization, For Little Monkeys, WSPL has worked to make Sensory Kits accessible to families of all abilities. Sensory Kits allow children to integrate and develop sensory play, leading to impactful changes and healthy foundations in our community. The Sensory Kits will be launched to the community on March 18, 2024.

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Anne Houle, Coordinator of Children’s Services, demonstrated the Sensory Kits, and how these items were not just useful to the younger demographic, but also can be used by all individuals and age groups afflicted with physical and/or cognitive issues and decreased manual dexterity.

Rocco Priore exited the meeting at 7:28 pm.

5. **ERRORS & OMISSIONS:**

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

**MOTION - #024-009**

Moved by Carol Hughes, seconded by David Parmer

THAT the February 1, 2024, Minutes of the regular Board Meeting be accepted.

CARRIED.

6. **MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING**

6.1 **Library Anniversary Date**

Kate Scheiers, Manager of Programs & Development, spoke of the 150<sup>th</sup> anniversary of WSPL to take place in 2027; this year is not the 125<sup>th</sup> anniversary as was previously announced. This milestone will involve a great deal of preparation and planning of events, and the team at WSPL will ensure it’s a memorable celebration.

7. **BUSINESS ARISING**

7.1 **Board Meeting Dates & Holiday Schedule – 2024 – Revised**

CEO Margaret announced that Beyond Craft 2024 date has been revised to November 30<sup>th</sup> to coincide with the Town’s Holiday Market.

Additional changes to note for the Library and Latcham 2024 schedule are Christmas Eve and New Year’s Eve: Library closure at 1:00 pm, rather than the previously posted 1:30 pm.

7.2 **Stouffville Reads Tickets**

Chair Sandra announced to the Board that Stouffville Reads tickets are ready and to let the CEO know how many tickets would be required. CEO Margaret has already sold 2 tables, and there would be 8 tickets per Board member available. If a Board member requires additional tickets, they should reach out to CEO Margaret.

8. **COUNCIL CONNECTS**

Nothing to report at this meeting.

9. **COMMITTEE REPORTS**

9.1 **Q4 Library Operating Budget 2023 – Actuals vs. Budget**

CEO Margaret advised to the Board of the thorough and detailed review of the Q4 Library Operating Budget 2023 – Actuals vs. Budget - with the Finance Sub-Committee on February 27, 2024. The Committee reviewed the actuals vs. budget amounts and CEO Margaret noted that the final numbers may adjust slightly as the 2023 financial year wraps up.

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Other positive comments were made of the interest revenue, and Board member Colin Whitebread asked if the monies could be invested. The CEO confirmed that yes, Board funds can be invested with a resolution of the Board. The CEO will reach out to RBC to create a plan and report back to the Finance Sub-Committee.

**MOTION - #024-010**

Moved by Colin Whitebread, seconded by Carol Hughes

THAT the CEO will investigate investing some of the funds available in the Library Reserve Accounts and present a recommendation to the Finance Sub-Committee.

CARRIED

**9.2 Q4 Latcham Operating Budget 2023 – Actuals vs. Budget**

Colin Whitebread noted and was pleased with the Latcham 2023 financials, particularly with the pipe and drape purchasing and Beyond Craft revenue for 2023.

**MOTION - #024-011**

Moved by Nadine Williams, seconded by Colin Whitebread

THAT 9.1 Q4 Library Operating Budget 2023 – Actuals vs. Budget and 9.2 Q4 Latcham Operating Budget 2023 – Actuals vs. Budget be approved as presented.

CARRIED

**9.3 CEO-004-24 Branding & Logo Project for WSPL**

Nadine Williams spoke to CEO-004-24. In 2021, the Town of Whitchurch-Stouffville rebranding exercise was conducted by Trajectory Brands Inc. Trajectory Brands Inc. conducted extensive community engagement in the Stouffville Community. Additionally, Trajectory Brands Inc. have also created the logos for several corporate players in the literary space, such as the Toronto Public Library and the TD Summer Reading Club.

As Trajectory Brands has already completed extensive community engagement in Stouffville, it is proposed that the Library seek Board approval to single-source the Logo and Branding project to Trajectory Brands Inc. This will allow the Library to take advantage of the work and knowledge already gained by Trajectory Brands Inc., saving considerable time and money on this project.

David Parmer inquired re: Library naming rights sponsorship length of terms. CEO Margaret advised that the latest one is dated in 2018, so there are a few more years remaining for the 10-year naming right term. CEO Margaret recommended it would be worthwhile to discuss the upcoming new naming right more thoroughly with the Fundraising Sub-Committee.

**MOTION - #024-012**

Moved by Nadine Williams, seconded by Colin Whitebread

THAT the Board approve the single-source procurement of creation of a new Library logo through Trajectory Brands Inc., pursuant to *LIB-GOV07 Financial Governance, section 3.5*.

CARRIED

9.4 Notes from October 24, 2023, Meeting

**MOTION - #024-013**

Moved by Carol Hughes, seconded by David Parmar

THAT the Board approve the Finance Sub-Committee notes from October 24, 2023.

CARRIED

9.5 Notes from December 14, 2023, Meeting

**MOTION - #024-014**

Moved by Carol Hughes, seconded by David Parmar

THAT the Board approve the Finance Sub-Committee notes from December 14, 2023

CARRIED

**10. FOPL REPORT**

Nadine Williams reported that the FOPL meetings are now conducted quarterly.

**11. NEW BUSINESS**

**11.1 Policy Review**

- a. LIB-OP18 – WSPL and Political Issues
- b. LIB-VOL01 – Volunteer Program
- c. LIB-VOL03 – Responsibilities of Volunteers

**MOTION - #024-015**

Moved by David Parmar, seconded by Dina Simon

THAT Policy Reviews *LIB-OP18-WSPL and Political Issues*, *LIB-VOL01-Volunteer Program*, and *LIB-VOL03-Responsibilities of Volunteers* be approved.

CARRIED

**12. ROUND TABLE DISCUSSION**

Nadine Williams spoke of the Stouffville organization, *100 Women Who Care*. This group meets quarterly, each member donates \$100, and they vote as to where the donations are assigned. The pool of money is retained until they receive and approve a request from, for example, Children’s Wish Foundation. They are a registered charity, and the only criteria is they require a tax receipt. Nadine Williams suggested that perhaps we could submit a request in the future to *100 Women Who Care*.

CEO Margaret announced that WSPL Staff Development is scheduled for May 13, 2024. She encouraged the Board to attend this fun and educational day. The theme this year is “Believe” from Ted Lasso. Teamwork and leadership are this year’s focus. Breakfast will be served at 8:30 am. CEO Margaret asked the Board to Save the Date and let her know if they plan to attend.

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CEO Margaret also announced that she and Marcia Friginette will be attending the Public Library Association (PLA) Conference in Columbus, Ohio from April 2 to April 5.

13. NEXT MEETING: April 11, 2024

14. ADJOURNMENT

MOTION - #024-016

Moved by Carol Hughes, seconded by David Parmer

THAT the Library Board meeting be adjourned at 8:15 p.m.

CARRIED

Signed: \_\_\_\_\_

  
Sandra Liaros, Library Board Chair

Date: \_\_\_\_\_

