

Library Board Meeting

MINUTES

May 30, 2024 at 7:00 p.m.

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

Present: Margaret Wallace – CEO, Sandra Liaros, Carol Hughes, Colin Whitebread, David Parmer, Dina Simon, Rocco Priore, Councillor Maurice Smith

Regrets/Absent: Nadine Williams, Councillor Hugo Kroon

Guests: Akeel Ali and Aman Singh (SLBC); Clayton Pereira and Marina Fung (Town of Whitchurch – Stouffville)

Staff: Marcia Friginette, RM Pucci (secretary)

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

The Chair welcomed Board Members and called the meeting to order at 7:00 p.m.

LAND ACKNOWLEDGEMENT:

Trustee David Parmer 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 - #024-33

Moved by Rocco Priore, seconded by Colin Whitebread
THAT the Library Board adopt the Agenda of May 30, 2024.

CARRIED.

4. **PRESENTATION: Non-Core Asset Management Plan**

The Board Chair welcomed Akeel Ali and Aman Singh of SLBC Inc. Advisory Services, and Clayton Pereira and Marina Fung from the Town of Whitchurch-Stouffville.

Akeel Ali reviewed the Non-Core Asset Management Plan presentation with the Library Board.

Major growth for the Town of Whitchurch-Stouffville is expected within the next several years, a population increase of approximately 20,000 by 2031. Projects to accommodate this growth include a Ballantrae branch and a new main branch on the Highway 48 corridor. The Town will set a target for the 10-year period, starting in 2024, based on historical data and benchmarking. Akeel Ali noted that as the Town onboards these new facilities, there will be a need for resources, labour, and material, which will increase operating needs. Library operating needs will be adjusted as per asset growth and there is a need to ensure that municipalities are being properly funded.

In closing, Aman Singh noted that the Library will be included in the Town's 2024 Non-Core Asset Management Plan that will be presented to Council on June 19, 2024. Annual reporting on the progress of Asset Management Plan implementation will be updated at least every 5 years.

Sandra Liaros thanked Akeel Ali and Amin Singh for their presentation.

5. ERRORS & OMISSIONS:

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

MOTION - #024-34

Moved by Carol Hughes, seconded by David Parmer

THAT the April 11, 2024, Minutes of the regular Board Meeting be accepted.

CARRIED.

MOTION - #024-35

Moved by Dina Simon, seconded by Rocco Priore

THAT the May 14, 2024, Minutes of the Special 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 CEO-008-24 Stouffville Reads – 3rd Champion

The CEO thanked Dina Simon for securing author Robert Rotenberg as third Champion for this event.

MOTION - #024-36

Moved by Colin Whitebread, seconded by Carol Hughes

THAT CEO-008-24 Stouffville Reads – 3rd Champion be received for information.

CARRIED.

7.2 Staff Development Day

The Board Chair thanked Margaret Wallace and Marcia FrigINETTE for a successful event for WSPL staff that included a team-building event, and encouraged those that did not have the opportunity to attend this year to attend next year's event.

8. COMMITTEE REPORTS

Councillor Maurice Smith and informed the Board of the Town safety meeting hosted by YRP and Stouffville Fire services in Council Chambers. Margaret Wallace announced to the Board of the Library and Latcham’s special recognition Hermes awards.

9. COMMITTEE REPORTS

9.1 Finance Sub-Committee

- a. Library Operating Budget – Actuals vs Budget (as of May 7, 2024)
The CEO reviewed the Library Operating Budget – Actuals vs Budget (as of May 7, 2024).
- b. Latcham Operating Budget – Actuals vs Budget (as of May 7, 2024)
The CEO reviewed the Latcham Operating Budget – Actuals vs Budget (as of May 7, 2024).

MOTION - #024-37

Moved by Rocco Priore, seconded by David Parmer
THAT Library Operating Budget – Actuals vs Budget, as of May 7, 2024 and Latcham Operating Budget, as of May 7, 2024 be accepted by the Board. CARRIED.

- c. Minutes from May 2, 2024 Meeting

MOTION - #024-38

Moved by Colin Whitebread, seconded by Carol Hughes
THAT the May 2, 2024 Finance Sub-Committee Meeting notes be accepted. CARRIED.

9.2 Fundraising Sub-Committee

- a. Notes from May 7, 2024 Meeting

MOTION - #024-39

Moved by David Parmer, seconded by Rocco Priore
THAT the May 7, 2024 Fundraising Sub-Committee Meeting notes be accepted. CARRIED.

- b. Verbal Update from David Parmer

Board Trustee, David Parmer, thanked Rocco Priore for his generous support of Stouffville Reads 2024. Country Casa Montessori will be the presenting sponsor for this year’s fundraising event. David Parmer spoke of the three (3) Champions and of this year’s spy themed novels. Pre-voting has been opened in the Library, and people can vote ahead of the event. Votes will determine the Champion of the winning novel.

Attendees will have over 65 silent auction items to bid on, luxury bar service, a delicious menu, and a thrilling murder mystery provided by Mysteriously Yours Dinner Theatre. David Parmer thanked everyone for their efforts and contributions, and noted that it will be a most memorable evening.

10. **FOPL REPORT**

Board Vice-Chair, Nadine Williams, was absent for the May 30 Board Meeting.

11. **NEW BUSINESS**

11.1 CEO-009-24 Statistics 2024 – Q1

The Q1 Statistics were discussed.

MOTION - #024-40

Moved by Councillor Maurice Smith, seconded by Dina Simon
THAT Report CEO-009-24 be approved.

CARRIED.

11.2 WSPL 2023 Annual Report

The Board Chair thanked Margaret Wallace and WSPL staff for their hard work and great accomplishments for 2023.

MOTION - #024-41

Moved by Rocco Priore, seconded by David Parmer
THAT Report CEO-009-24 be approved.

CARRIED.

11.3 Policy Review

- a. LIB-GOV10 – Board Structure – Board Education – *revised*
- b. LIB-HR11 – Travel Expenses – *move to Operational, authority of the CEO*
- c. LIB-OP02 – Emergency, Security, Insurance & Indemnification – *revised*

MOTION - #024-42

Moved by Carol Hughes, seconded by Councillor Maurice Smith
THAT Policies LIB-GOV10 – Board Education, LIB-HR11 – Travel Expenses, and LIB-OP02 –
Emergency, Security, Insurance & Indemnification be approved.

CARRIED.

11.4 Report CEO-011-24 Ontario Not-For-Profit Corporations Act (ONCA) and Latcham Art Centre

The CEO reviewed Report CEO-011-24 Ontario Not-For-Profit Corporations Act (ONCA) with the Board.

MOTION - #024-43

Moved by Colin Whitebread, seconded by Carol Hughes
THAT Report CEO-011-24 Ontario Not-For-Profit Corporations Act (ONCA) and Latcham Art Centre
be approved.

CARRIED.

MOTION - #024-44

Moved by Carol Hughes, seconded by Dina Simon

THAT the Board approve the ex officio option for the Latcham Art Centre Board.

CARRIED.

12. ROUND TABLE DISCUSSION

David Parmer reminded the Library Board of the Pride & Indigenous History Month Flag raising on June 3, 2024. The CEO spoke of Latcham opening reception, *like heirlooms*, on May 31, 2024, and of Stouffville Reads on June 13, 2024.

13. NEXT MEETING: June 20, 2024

14. ADJOURNMENT

MOTION - #024-045

Moved by Councillor Maurice Smith, seconded by Rocco Priore

THAT the Library Board meeting be adjourned at 8:26 p.m.

CARRIED.

Signed: _____


Sandra Ciaros, Library Board Chair

Date: _____

