

Library Board Meeting

MINUTES

September 5, 2024 at 6:00 p.m.

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

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

Regrets/Absent: Nadine Williams, Dina Simon

Staff: Marcia Friginette, Kate Scheiers, Shaket Sinha, Babin Sakthithasan, RM Pucci (secretary)

1. **CALL TO ORDER:** 6:00 PM

The Chair welcomed Board Members and called the meeting to order at 6:00 p.m.

Kate Scheiers - Manager of Programs and Community Engagement, introduced Babin Sakthithasan – Coordinator, Marketing & Communications, to the Library Board.

LAND ACKNOWLEDGEMENT:

Councillor Maurice Smith 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 - #024-062

Moved by Carol Hughes, seconded by Colin Whitebread
THAT the Library Board adopt the Agenda of September 5, 2024.

CARRIED.

4. **ERRORS & OMISSIONS:**

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

MOTION - #024-063

Moved by Councillor Hugo Kroon, seconded by Rocco Priore
THAT the August 8, 2024, and August 19, 2024 Minutes of the Special Board Meetings be accepted.

CARRIED.

5. **PRESENTATION**

BiblioCore

Marcia FrigINETTE, Manager of Customer Service and Collections, was pleased to update the Library Board on BiblioCore, phase I of the BiblioCommons project. The Library moved to BiblioCore to address customer issues and to create a better experience. There are three (3) important goals for this project: to improve customer satisfaction, to achieve a seamless system integration, and to boost customer engagement.

We are in Phase 1 of implementing BiblioCore, which will be followed by BiblioWeb (Phase 2) and BiblioEvents (Phase 3) in December 2024. BiblioEmail (Phase 4) will be the focus in March 2025. Shaket Sinha, Coordinator of Information Technology, and Kate Scheiers, Manager of Programs and Community Engagement, have joined Marcia FrigINETTE with the planning and implementation of BiblioWeb, BiblioEvents, and BiblioEmail.

BiblioCore will provide users with recommendations, similar to online shopping algorithms. Eye-catching and interactive features will allow users to submit their own Library material reviews, rate books, and read customer reviews. It will also provide direct links to vendors for downloads. Smart Search will allow the user to filter their search results by year, place, theme, etc., providing a broader focus on their search. Customers can tag books based on their reading experience.

The BiblioCore team has worked diligently in gathering old data, ensuring that search capabilities are ideal, and that customer information is transferred accurately. We are receiving feedback from the vendor, too. A very important part of the implementation process is to prepare customers and staff for the changes. The team has introduced Library staff to the new catalog and are encouraged to provide feedback. Staff are being trained on the new system, including how to answer queries from customers. Marcia FrigINETTE has also engaged staff in getting familiar through a fun BiblioCore Bingo exercise. Training videos are in the works as well.

BiblioCommons will be promoted through public engagement with social media and on the Library website. CEO Margaret Wallace noted that many Libraries have successfully implemented BiblioCommons, and the new system will create a great experience for users.

Indigenous Library Card Project

Marcia FrigINETTE announced that special edition Library cards were made possible by the \$7,800 Whitchurch-Stouffville Legacy Grant. The costs for this project included videographer fees for the filming and creation of a storytelling video, customized cards, and CARFAC fees.

The five (5) main goals of the Library Card Project are:

1. Honour Truth and Reconciliation calls to action
2. Celebrate local Indigenous art
3. Enhance cultural engagement
4. Build community connections
5. Foster a new understanding through cultural learning

Marcia FrigINETTE worked with Dianne Brown-Green on the Library card design. Ms. Brown-Green is a graduate of the Ontario College of Art and Design university; her art is featured in various private and corporate collections worldwide.

The official launch of the Library cards will be on September 26, 2024. There will be a limited number of cards printed (1,000), and there will be no additional cards printed. Customers can apply for a new card, or current cardholders can exchange their card for the new, limited-edition card, while quantities last.

CEO Margaret Wallace presented each Board member with a card, which can be activated at the end of this month.

6. BUSINESS ARISING

6.1 CEO-014-24 Q2 Library Statistics

MOTION - #024-064

Moved by Carol Hughes, seconded by David Parmer

THAT report CEO-014-24 Q2 Library Statistics be received for information.

CARRIED.

7. COUNCIL CONNECTS

Councillor Hugo Kroon spoke of the first Council meeting in September since summer break, and that the 2025 Town Budget deliberations have commenced. The CEO informed the Board that she is scheduled to attend 2025 Library Budget meetings at the Town next week with the CAO and Town staff. She will then return to the Board to provide a Budget update.

8. COMMITTEE REPORTS

8.1 Finance Committee

a. Library Operating Budget – Actuals vs. Budget (as of August 20, 2024)

Computer maintenance expenses include Library software, Office 365, the Library website, etc. Margaret Wallace noted that these expenses would be over budget this year due to price increases.

Revenue numbers are favourable, and Stouffville Reads 2024 numbers were very positive this year and recorded no losses.

MOTION - #024-065

Moved by Rocco Priore, seconded by David Parmer

THAT Library Operating Budget – Actuals vs Budget (as of August 20, 2024) be received for information.

CARRIED.

9. NEW BUSINESS

9.1 Policy Review:

- a. LIB-OP07 – Internet Services
- b. LIB-OP12 – Membership

MOTION - #024-066

Moved by Carol Hughes, seconded by David Parmer

THAT Policy Review Report LIB-OP07 and Policy Review Report LIB-OP12 be approved. CARRIED.

10. MOVE TO IN-CAMERA MEETING – 6:31 P.M.

The Library Board moved into an in-camera meeting, as per the Public Libraries Act, Section 16.1, subsection 4.c.

MOTION - #024-067

Moved by David Parmer, seconded by Rocco Priore

THAT the Library Board move into an in-camera meeting at 6:31 p.m.

CARRIED.

MOVE OUT OF IN-CAMERA MEETING – 7:08 P.M.

The Library Board moved out of the in-camera meeting to reconvene into the public Board meeting.

MOTION - #024-073

Moved by Councillor Hugo Kroon, seconded by Carol Hughes

THAT the Library Board move out of the in-camera meeting at 7:08 p.m.

CARRIED.

11. ROUND TABLE DISCUSSION

Councillor Maurice Smith proposed the discussion of a Board meeting start time change (6:00 pm) at the next meeting. This will be added to the October 3 meeting agenda.

David Parmer inquired if there was a CCTV camera located near the outdoor Book Drop. He noted that the books could be vulnerable to elements or negative actions, such as liquids spilled into the Book Drop. Margaret Wallace noted that this would be reviewed with Brian Slater, Manager of Facilities and Operations.

The CEO inquired if the December Board meeting could be moved from December 12 to December 5, due to installation week of IMAGES at Latcham; the Board approved. Shaket Sinha, IT Coordinator, will update the website to reflect the change.

12. NEXT MEETING: October 3, 2024

13. ADJOURNMENT

MOTION - #024-074

Moved by Councillor Hugo Kroon, seconded by Rocco Priore
THAT the Library Board meeting be adjourned at 7:33 p.m.

CARRIED.

Signed:  _____

Date: Oct 3/24