



Library Board Meeting

MINUTES

November 4, 2024 at 6:30 p.m.

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

Present: Sandra Liaros, Margaret Wallace – CEO, Colin Whitebread, Dina Simon, Councillor Maurice Smith, Rocco Priore, David Parmer
Regrets: Councillor Hugo Kroon, Nadine Williams, Carol Hughes
Staff: Marcia FrigINETTE, Kate Scheiers, RM Pucci (secretary)

1. **CALL TO ORDER:**

The Chair welcomed Board Members and called the meeting to order at 6:45 p.m.

LAND ACKNOWLEDGEMENT:

Board member, Dina Simon, 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 was one (1) addendum item to the agenda: Board Presentation – BiblioWeb and BiblioEvents presentation by Kate Scheiers – Manager of Programs & Community Engagement and Shaket Sinha – Coordinator, Information Technology.

3. **ADOPTION OF AGENDA**

MOTION - #024-088

Moved by Dina Simon, seconded by David Parmer
THAT the Library Board adopt the Agenda of November 4, 2024.

CARRIED.

4. **ERRORS & OMISSIONS:**

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

MOTION - #024-089

Moved by Councillor Maurice Smith, seconded by Dina Simon
THAT the October 3, 2024, Minutes of the regular Board Meeting be accepted.

CARRIED.

The Board Chair invited Kate Scheiers – Manager of Programs & Community Engagement and Shaket Sinha – Coordinator, Information Technology to speak on the BiblioWeb and BiblioEvents presentation.

Kate Scheiers was happy to announce the completion of BiblioCore – Phase 1. We are currently in Phase 2 of the BiblioCommons project. Phase 2 includes BiblioWeb, which complements BiblioCore, which was launched on October 15. BiblioEvents is scheduled to be rolled out this December, followed by Phase 3 – BiblioEmail, which is slated to be launched in March 2025. Phase 4 will include a project evaluation, which will cover the period between June and September 2025.

Shaket Sinha spoke on BiblioEmail, which includes Kate Scheiers as a Team Lead. Marcia Friginette, Manager of Customer Service & Collections, joins both Shaket and Kate in leading the BiblioEvents phase. Shaket was pleased to update the Board on the current status the website-building stage. The new website will include new content and services, as well as utilize existing content. Library staff and public website review is scheduled for this November, with a re-evaluation in July 2025. Shaket Sinha informed the Board that BiblioWeb will provide a seamless user experience as a content management system. BiblioWeb’s advantage is that it will require less custom coding and more opportunities for patron engagement. Having Library staff ready for the change is important and a current work in progress, so that they can serve Library customers better. Also important is preparing Library customers for these changes.

Kate Scheiers explained that BiblioEvents is an event management tool to create, promote, and manage events. It will return search results that link seamlessly to other events held by the Library. The BiblioCommons team is working with the Library team, providing live support and online staff training. Shaket Sinha explained that whether the user utilizes a PC, table, or cellphone - the website will adjust accordingly to provide a satisfactory user experience.

The Board Chair thanked Kate Scheiers and Shaket Sinha for the informative presentation.

5. COUNCIL CONNECTS

There was nothing to report from Council.

6. COMMITTEE REPORTS

6.1 Finance Sub-Committee

a. Finance Sub-Committee – Minutes of October 22, 2024 meeting

MOTION - #024-090

Moved by Rocco Priore, seconded by David Parmer

THAT the October 22, 2024, Minutes of the Finance Sub-Committee meeting be accepted.

CARRIED.

b. CEO-015-24 Budget 2025 – Library Operating

The Board Chair noted that the CEO and Sub-Finance Committee have met, reviewed, and approved the Library Operating Budget for 2025. The CEO announced that the Mayor will table the budget on November 6.

Margaret Wallace announced that the HR Generalist position has not been passed by the Mayor. Councillor Maurice Smith will meet with Mayor Lovatt on November 5 regarding this position.

MOTION - #024-091

Moved by Rocco Priore, seconded by David Parmer

THAT Report CEO-015-24 Budget 2025 – Library Operating Budget be approved as presented.

CARRIED.

6.1 CEO-016-24 Statistics 2024 – Q3

The CEO informed the Board that Teen numbers continue on same trend. Study halls are still well-attended with 50+ teens per study hall date. Important to note is that the winter season may result in increased numbers for the Teen category. The Library team has been connecting with local high schools; programs for teens are advertised on Library social media accounts and there are no registration fees. QR codes have also been created for Teen programs for easier access to information. Volunteer services hours are a big draw, and recently notable with November's Fan Fest and Skilled Trades Expo.

MOTION - #024-092

Moved by Dina Simon, seconded by Rocco Priore

THAT Report CEO-016-24 Statistics 2024 – Q3 be received for information.

CARRIED.

7. **NEW BUSINESS**

7.1 Policy Review

a. LIB-OP10 Children and Young Adult Services

MOTION - #024-093

Moved by David Parmer, seconded by Councillor Maurice Smith

THAT Report Policy LIB-OP10 Children and Young Adult Services be approved.

CARRIED.

7.2 Library Operating Budget – Actuals vs Budget (as of September 30, 2024)

MOTION - #024-094

Moved by Dina Simon, seconded by Rocco Priore

THAT Report Library Operating Budget – Actuals vs Budget (as of September 30, 2024) be received for information.

CARRIED.

8. MOVE TO IN-CAMERA MEETING – 7:10 p.m.

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

MOTION - #024-095

Moved by Dina Simon, seconded by Rocco Priore
THAT the Library Board move into an in-camera meeting at 7:10 p.m.

CARRIED.

MOVE OUT OF IN-CAMERA MEETING – 7:32 p.m.

MOTION - #024-096

Moved by Dina Simon, seconded by David Parmer
THAT the Library Board move out of in-camera meeting at 7:32 p.m.

CARRIED.

9. ROUND TABLE DISCUSSION

Board Member, Dina Simon, commented that she is pleased with BiblioCore and that it is easy to navigate, is very intuitive, and the comments section is enjoyable to read.

10. NEXT MEETING: December 5, 2024

11. ADJOURNMENT

MOTION - #024-097

Moved by Rocco Priore, seconded by Dina Simon
THAT the Library Board meeting be adjourned at 7:40 p.m.

CARRIED.

Signed: _____

Sandra Liaros, Library Board Chair

Date: _____

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