



Library Board Meeting

MINUTES

February 12, 2025 at 4:00 p.m.

Conducted Hybrid: in-person at WSPL, 2 Park Drive, Stouffville, ON and virtually via Zoom

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

Virtual attendees: Councillor Maurice Smith, Councillor Hugo Kroon, Rocco Priore, Dina Simon

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

1. **CALL TO ORDER:**

The Chair welcomed Board Members and called the meeting to order at 4:00 p.m.

Sandra Liaros also welcomed Jeremy Harness, Commissioner of Finance & Treasurer – Town of Stouffville – to the Board meeting.

LAND ACKNOWLEDGEMENT:

Board Trustee, Carol Hughes, 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 - #025-001

Moved by Colin Whitebread, seconded by Councillor Maurice Smith
THAT the Library Board adopt the Agenda of February 12, 2025.

CARRIED.

4. **ERRORS & OMISSIONS:**

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

MOTION - #025-002

Moved by Carol Hughes, seconded by David Parmer
THAT the December 5, 2024, Minutes of the regular Board Meeting be accepted.

CARRIED.

5. COMMITTEE REPORTS

Councillors Smith and Kroon did not have anything Library-related to report.

6. COMMITTEE REPORTS

6.1 Finance Sub-Committee

a. 2025 Operating Budget - FINAL

MOTION - #025-003

Moved by Nadine Williams, seconded by Colin Whitebread
THAT 2025 Operating Budget – FINAL be approved.

CARRIED.

b. CEO-002-25 Investment of Reserve Funds

Over the 2024-year, Jeremy Harness and Margaret Wallace reviewed and discussed options for investment of Library Reserve Funds. Jeremy enlisted the services of a CIBC Wood Gundy advisor, who provides financial investment advisement with the Town of Stouffville. The Town has seen very good growth with their investments, and they are appreciative of the advisor's strong understanding of working with municipal funds. Jeremy also noted that the CIBC advisor closely listened to the Library investment goals, understood the Library's cash flow requirements, and recognized risk levels.

The recommendation was to create a ladder investment approach, similar to the Town of Stouffville's investment strategy. This will allow the Library to capitalize on interest rates.

Margaret thanked Jeremy for attending the Board meeting, and for his time, assistance, and support with this year-long process.

MOTION - #025-004

Moved by Carol Hughes, seconded by Colin Whitebread
THAT Report CEO-002-25 Investment of Reserve Funds be received for information.

CARRIED.

MOTION - #025-005

Moved by David Parmer, seconded by Nadine Williams
THAT the Board approve the proposed investment strategy, including the allocation of \$500,000 from the Library Reserve Accounts into an investment ladder portfolio as outlined in the report, with the final selection of investment instruments subject to market conditions and CEO approval.

CARRIED.



c. Minutes of January 14, 2025 meeting

MOTION - #025-006

Moved by Nadine Williams, seconded by Dina Simon
THAT the Minutes of the January 14, 2025 meeting be approved.

CARRIED.

7. **NEW BUSINESS**

7.1 CEO-003-25 Statistics Q4

David Parmer was impressed with the number of total library items weeded and deleted from circulation. Marcia Friginette, Manager of Library Services, informed the Board that the removed items were recycled, donated, or offered to other libraries in an effort to reduce waste.

Dina Simon inquired as to why the physical item circulation numbers decreased. Margaret Wallace advised that more library customers are moving to digital collections, and these numbers have increased significantly as a result of these Library offerings.

MOTION - #025-007

Moved by Colin Whitebread, seconded by David Parmer
THAT Report CEO-003-25 Statistics Q4 be received for information.

CARRIED.

7.2 CEO-001-25 Special Events and Program Highlights for 2025

Board trustees were pleased with the variety and content for Library events and programs for 2025.

MOTION - #025-008

Moved by Carol Hughes, seconded by Dina Simon
THAT Report CEO-001-25 Special Events and Program Highlights for 2025 be received for information.

CARRIED.

7.3 Stouffville Reads 2025 – Infinite Horizons – June 19, 2025

David Parmer, who is also a member of the SL Fundraising Sub-Committee, was excited to announce that we are in the early stages of Stouffville Reads 2025. The theme this year is science fiction and space-themed. The shortlist was announced: Dune, Ender's Game, Hidden Figures, The Long Way to a Small Angry Planet, The Martian, and Space Between Worlds. There will be three (3) Champions for this event, which will be held at Nineteen on the Park on June 19, 2025. Tickets for this event will be ready for the March Board

meeting. “Save the Date” cards were distributed to the Board at today’s meeting, and more information will be forthcoming.

7.4 CEO-004-25 Strategic Plan 2025

The CEO was excited to share with the Board that the Library is moving into the next Strategic Plan. The Strategic Plan Committee has started the process with a great deal of interest. They are working on demographics, looking at other libraries and the Stouffville Recreation and Community Services Plan. Visioning exercises, community surveys, and focus group information sessions will also be a part of the Strategic Plan process.

MOTION - #025-009

Moved by Rocco Priore, seconded by Colin Whitebread

THAT Report CEO-004-25 Strategic Plan Project 2025 be received for information.

CARRIED.

7.5 Policy Review

a. LIB – FN05 – Respect and Acknowledgement Declaration

MOTION - #025-010

Moved by Nadine Williams, seconded by Dina Simon

THAT Policy LIB-FN05-Respect and Acknowledgement Declaration be approved.

CARRIED.

8. ROUND TABLE DISCUSSION

Councillor Maurice Smith inquired if attendance from skating trail affected Library numbers.

Councillor Maurice Smith asked Rocco Priore to expand on the new modular daycare facility. Rocco first noted that he is pleased to be a part of the venture, which will create up to 85 essential new daycare spots – depending on the age group.

The CEO reminded the Board of February 14th – Customer Appreciation Day. This day will be celebrated with coffee and refreshments. She also reminded the Board that the Library is open on Family Day until 1:30 pm. Many fun activities are planned for this exciting event.


9. NEXT MEETING: March 6, 2025

10. ADJOURNMENT

MOTION - #025-011

Moved by Nadine Williams, seconded by Councillor Hugo Kroon
THAT the Library Board meeting be adjourned at 4:40 p.m.

CARRIED.

Signed: 
Sandra Liaros, Library Board Chair

Date: 