



GEORGINA PUBLIC LIBRARY BOARD

MINUTES

Thursday 19 July 2018
7:00PM
Sutton Branch

1. Call to Order

The meeting was called to order at 7:00pm

2. First Nations Acknowledgement Statement

"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship."

3. Roll Call

The following Board members were present:

Suzette Leeming, Chair
Bobbi Sabatini, Vice Chair
Lori Anderson
Mary Catherine Macaluso
Rita Beechey
Gabriel (Sam) Kennedy
Naomi Davison, Regional Councillor

The following Board member was absent with notice:

Charlene Biggerstaff, Councillor

The following staff members were in attendance:

Desiree Coates, Corporate Services Clerk
David Harvie, Director of Library Services/CEO

Rob Wheeler, Town Treasurer

4. Chair's Remarks

5. Introduction of Addendum Items

None

6. Approval of the Agenda

Moved by Mary Catherine Macaluso, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0041

That the Georgina Library Board Agenda of July 19, 2018 be approved as presented.

Carried.

7. Declarations of Pecuniary Interest and General Nature Thereof

None

8. Adoption of the Past Minutes

Minutes of June 21, 2018 Board Meeting

Moved by Naomi Davison, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2018-0042

That the minutes of June 21, 2018 be approved as presented.

Carried.

9. Delegations/Speakers

Mr. Rob Wheeler, Treasurer, Town of Georgina
Transfer of the Library Facility Repair & Replacement Reserve-Report CS-2018-0026 – 27 June 2018

Mr. Rob Wheeler was present to seek the Library Board's approval to transfer the Library's Facility Repair & Replacement reserve from the Library to the Town's Consolidated Building Reserve. Details were provided through Report No CS-2018-0026 which was presented to council on June

27, 2018.

The Library Board had many questions and concerns such as:

- How does the Town prioritize what needs to be looked at?
- Will the libraries be overlooked?

The Treasurer reassured the Board that all facilities were assessed for what needs to be done and this will be delivered to Council with the 2019 budget. He advised the Library CEO to work with Lawrence Artin, Facilities & Parks Manager, to identify library needs.

This transfer made sense as the Town is responsible for all facilities. Suzette Leeming advised that there was no requirement under the *Public Libraries Act* for the Library to have their own reserve.

The Library Board agreed to the transfer of the Library's Facility Repair & Replacement Reserve to the Town of Georgina's Capital Building Repair & Replacement Reserve.

The Library Board also requested that the Report CS-2018-0026 under Section 4 be changed to indicate that the Town of Georgina owns 2 of the library facilities.

Moved by Mary Catherine Macaluso, Seconded by Rita Beechey

RESOLUTION NO. GLB-2018-0043

That the Library Board approves the transfer of Repair & Replacement reserve to the Town of Georgina's reserve and to change the report to note the Town's ownership of only 2 of the library facilities.

Carried.

10. Presentations

(a) Board Library Tour – 26 May 2018

David Harvie, Director of Library Services/CEO presented a slideshow of four libraries that some members of the Georgina Library Board visited on May 26, 2018. Rita Beechey, Lori Anderson, Suzette Leeming, Mary Catherine Macaluso and David Harvie visited Markham Library (AaniinBranch), Whitchurch-Stouffville, Bradford West Gwillimbury and Innisfil. The purpose of the tour was see ~~design~~ trends and possibilities for the proposed MURC branch. These branches had quiet rooms/study rooms;

business hubs; meeting spaces; areas for small businesses; crafting rooms; media labs; Makerspaces; bright open spaces; wood finishing; lower accessible shelving; courtyards and reading gardens.

11. Consent Agenda

- a. Monthly Library Statistics – June 2018
- b. Website Statistics–June 2018
- c. Monthly Branch Reports – June 2018
- d. 2018 Work Plan Report–June 2018
- e. Financial Statement – 31 June 2018

Moved by Bobbi Sabatini, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0044

That the Consent Agenda be received as presented.

Carried.

12. Communications

a. CEO Update - Verbal

Community Connections

- The Library RFP for the Branding and Marketing Strategy closes July 26th. 19 firms have shown interest to date.
- The Library will have a booth at the Sutton Fair to promote library services to the community.

People & Leadership

- Library students-Laura Flanagan, Grace Croome and Natalie Roberts will be working at the Keswick Branch. Liam Douglas and Tori Payne will be working in Pepperlaw. Abigail LeBlanc and Sarah Burns will be in Sutton.

Collection & Programs

- Amber Rogers resigned her position as Summer Reading Program Student on July 4th. Kaitlyn Lyons, the part-time Summer Reading Program Student and other staff will fill the vacancy.
- The Keswick Branch manager was approached by two patrons about starting up a Mah Jongg Club at the Library. The Library will offer its support.
- David Harvie and Joel Sutherland met with Jacquie Hermans, Program Coordinator for 360 Kids about holding an information session at the Keswick Branch in the fall about NightStop, a program that provides a bed and safe space for young people in moments of crisis. They are looking for volunteers in Georgina with a spare room

- in their homes to act as hosts on a night by night basis.
- Music at the Library will be held July 20th at 7:00pm at the Keswick Branch. The Friends of the Library Event will feature *Lucky Charms Band* with Special Guest Joe Connors.

b. Friends Report– Verbal

Ms. Bobbi Sabatini, President of the Friends, reported that the *Music in the Streets* was very successful. Over 200 buttons were made using the button making machines.

The Friends will be supporting the following “asks” from the Library:

- i. Prizes for the adult reading program in Pepperlaw
- ii. Author visit (Jeremiah Brown)
- iii. Fridge with a freezer for the Sutton Branch

Ms. Sabatini also provided information on upcoming events:

Music at the Library – July 21st at Keswick branch - \$10

Sutton Fair Spelling Bee

Victorian Tea Party – October 21st

Harvest Festival – have been approached to attend.

She also reported that the Friends have recruited a new member who is a resident of Keswick

Suzette encourages people to visit the Friends of the Library meetings.

c. Patron Feedback

- i. Social Media – Re: Evacuation Comments

The CEO mentioned feedback regarding staff’s response to the recent evacuation of the Keswick branch due to an ammonia leak at the Ice Palace. Staff were praised by parents and residents for their quick action.

- ii. Sutton Branch – Patron Feedback

The CEO presented a hand written note from a patron complimenting Sutton branch staff.

13. Old Business

a. MURC Branch Update

i. Report on MURC Branch Space Requirements.

The CEO presented a report on the Library's vision for the MURC Branch and space requirements needed. The report detailed each activity, the standard for the activity, quantity needed and total space required.

Trustee Naomi Davison requested they look at the possibly putting in a family bathroom.

14. New Business

a. Policy Review

i. Nut Free Policy Report

At the June 2018 Library Board Meeting, the revised draft of the Library's Nut-Free Policy was reviewed. Due to some concern it was decided to consult other libraries, seek legal advice, and request a risk assessment for the Town's insurance provider. Most other libraries do not have a nut-free policy. The Board decided it was an operational rather than governance issue.

It was recommended that the current Nut-Free policy be removed and that the Library CEO create operational guidelines in regards to the non-use of nuts or nut products in the Library.

Moved by Rita Beechey, Seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2018-0045

That the Nut-Free policy be rescinded and an operational guideline be created.

Carried.

ii. Library Procurement Policy

The CEO explained the Town's new procurement (purchasing) policy will come into effect on October 1, 2018. This policy does not include the Georgina Public Library. He presented a draft Library Procurement Policy for the Board's review and approval. The Library draft policy closely mirrored the Town's policy and should go into effect in conjunction with the Town's new policy.

Motion to adopt the Georgina Public Library Procurement Policy

Moved by Bobbi Sabatini, Seconded by Lori Anderson

RESOLUTION NO GLB-2018-0046

That the Georgina Library Board adopts the proposed Library Procurement Policy and that the policy goes into effect on October 1st 2018.

Carried.

15. Other Business for Which No Notice Has Been Provided

Regional Councillor Naomi Davison reminded of a few community events happening this Saturday July 21st; De La Salle – Accessibility Improvements and Plaque unveiling for Danny Wheeler; Release of the Fountain in Sutton; Camel Races in Egypt.

16. Adjournment

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION NO. GLB-2018-0047

That the Georgina Public Library Board July 19, 2018 meeting adjourn at 8:55pm.

17. Next Meeting –August 16 @7:00p.m. @ Keswick Branch



Desirée Coates,
Acting Committee Services Coordinator



Suzette Leeming, Chair

