



GEORGINA PUBLIC LIBRARY BOARD MINUTES

Thursday August 16, 2018
7:00 PM
Keswick 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
Rita Beechey
Charlene Biggerstaff, Councillor
Mary Catherine Macaluso
Bobbi Sabatini, Vice Chair
Naomi Davison, Councillor

The following Board members were absent with notice:

Gabriel (Sam) Kennedy
Lori Anderson
Nancy Rodrigues

The following staff members were in attendance:

David Harvie, Director of Library Services/CEO
Desiree Coates, Corporate Services Clerk
Kathy Coates, CUPE 905 Representative

4. Chair's Remarks

5. Introduction of Addendum Items

None

6. Approval of the Agenda

Suzette Leeming asked that item 14(c) Advocacy – 2018 Municipal Elections be removed from agenda

Moved by Bobbi Sabatini, Seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2018-0048

That the Georgina Library Board Agenda of August 16, 2018 be approved as presented.

Carried

7. Declarations of Pecuniary Interest and General Nature Thereof

None

8. Adoption of the Past Minutes

(1) Minutes of July 2018 Board Meeting

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2018-0049

That the minutes of July 19, 2018 be approved as presented and amended as follows:

- Addition of Kathy Coates, CUPE 905 member as present
- Removed the word design from 9(a)
- Mary Catherine name misspelled in 14(a)

9. Delegations/Speakers

None

10. Presentations

11. Consent Agenda

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

Moved by Naomi Davison, Seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2018-0050

That Item 11. Consent Agenda be received as presented.

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

Carried

12. Communications

a. CEO Report

Community Connections

- Sutton Fair – Library staff interacted with more than 427 people at the booth. Survey to determine the level of interest in starting a Mah Jongg Club at the Library was conducted.
- Thank you to the Friends of the Library for holding the Annual Sutton Fair Spelling Bee.
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Spaces

- MURC Project – Evaluation of Proposals is due August 28th. Interviews with bidders on August 31st. Recommendations to award to Council will be September 12, 2018 Council meeting.

People & Leadership

- David Harvie away on vacation (August 17 – 26, 2018). Val Stevens and Kate Gibson have been delegated authority during his absence.

Collection & Programs

- ROI Study – Val Stevens has provided input data from the ILS for the ROI formula. Preliminary findings are:
 - The direct tangible benefit to residents in 2017 was \$7,249,898.59.
 - The indirect tangible benefit to residents in 2017 was \$1,372,615.46.
 - Total direct tangible and intangible benefits to Georgina residents in 2017 was estimated to be \$8,622,514.05 (Midpoint) or a Return on Investment (ROI) of 490.7%.
 - For each \$1 given to the library, it generated \$4.91 for our residents.
- Circulation YTD is up 7% over last year

- Active Members is up 8% based on July 2018 count vs 2017 monthly average

C. Biggerstaff – thoroughly impressed with Lynda.com

MC. Macaluso – spoke with a resident who commented that the programs are some of the best, really impressed

b. Friends Report – Verbal

- no meeting
- Sutton fair spelling bee, David and Suzette were judges. 16 kids entered. Kids were still signing up right up to event. A lot of returning children who look forward to the event

13. Old Business

- Pfefferlaw Sign for Library - Naomi Davison reported that the sign has been commissioned and is being worked on. The sign is quite significant. Received final approval from region before installing. (Naomi to send picture of sign – to be added to minutes)

14. New Business

a. Policy Review

Report – Overall Library Board Policy Review

David Harvie would like to look at what is operational vs governance? David reviewed all the different policies and discovered that there are 36 policies at the Board. He reviewed other library boards and found some of the larger libraries have fewer policies.

As seen in the report, David is recommending to rescind 6 of these policies and to make them operational and to merge 2. He would also like to have board members review the policies and make a list of the policies to retain and to review this at next meeting.

Charlene Biggerstaff would also like to have the dress code policy looked at by HR as she wasn't certain if we could have such a policy. Direction (Charlene commented on the dress code policy – ask HR to respond to this)

Moved by Bobbi Sabatini , Seconded by Naomi Davison

RESOLUTION NO. GLB-2018-0051

That the Board Members review the Library Board policies to rescind 6 and to merge 2 leaving a total of 29 policies. The rescinded policies would be retained as administrative standard operating procedures or guidelines.

Carried

b. Board Self-Evaluation

Suzette Leeming introduced the idea of

1. Performance Review for the Library CEO/Director
2. Self-Evaluations of the Library Board members – it was determined that there has never been any evaluation of the Board. The Chair has

created a self-evaluation with the intent to complete once per term. Some Board members felt that once every four years was too long, suggesting maybe halfway through and then at the end. The Chair is asking each Board member to complete the self-evaluation which will be emailed to all. If this could be completed (A,B, C & D) and sent to the Vice Chair in September. The Chair will compile the information and have ready for discussion in October.

Suzette Leeming will prepare a draft policy for the Performance Review of the Library CEO/Director for September meeting. Suzette Leeming also to prepare a draft policy for review of the Library Board Self-Evaluation procedure. An email to be sent to members not present regarding the Self Evaluations process. A reminder email will be sent the week before they are due.

Moved by Rita Beechey, Seconded by Charlene Biggerstaff

RESOLUTION NO. GLB-2018-0052

That a draft policy for the Performance Review of the Library CEO/Director be presented as well as a draft policy for a Self-Evaluation for the Library Board members. Board Members to complete a Self-Evaluation and forward to the Vice Chair to compile information for discussion at the October meeting.

Carried

15. Other Business for Which No Notice Has Been Provided

Committees and boards were all reviewed.....terms of reference for the GLB "Canadian citizen" is to be added. Term of reference for the GLB is now accurate as per the council meeting from August 15th

16. Adjournment

Moved by Mary Catherine , Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2018-0053

That the Georgina Library Board August 16, 2018 meeting adjourn at 8:00pm.

17. Next Meeting – September 20 @ 7:00 p.m. @ Pepperlaw Branch.



Desiree Coates
Administrative Services Clerk



Suzette Leeming, Chair