

Georgina Public Library

Library Board Meeting

Agenda

December 19th, 2019 @ 5:00 p.m.

Programming Room, Peter Gzowski (Sutton) Branch

1. Call to Order
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
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Declarations of Pecuniary Interest
7. Adoption of the Past Minutes – November 21st, 2019
8. Delegations/Speakers
9. Presentations
 - a. None
10. Consent Agenda
 - a. Branch Report
 - b. 2019 Work Plan Update
 - c. Financial Statement – November 2019

11. Verbal Communications
 - a. CEO Update
 - b. Board Chair Update
 - c. Friends of the Library Update
12. Old Business
13. New Business
14. Other Business For Which No Notice Has Been Given
15. Closed Session

**i. Recommendation: That the Georgina Public Library Board
move into closed session at _____p.m.**

1. Labour relations or employee negotiations, Section 16.1(4)
of the Public Library Act

**ii. Recommendation: That the Georgina Public Library Board
reconvene into open session at _____p.m**

16. Adjournment
17. Next Meeting Date /Time

January 16, 2020 @ 7:00pm @ Keswick Branch

Georgina Public Library Board

Regular Board Meeting Minutes

November 21st 2019 @ 7:00 p.m.

P. Nicholls Board Room, Keswick Branch

1. Call to Order

The meeting was called to order at 7:06 p.m.

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 Chippewa's 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:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice Chair
Leslie Johnstone
Adrienne McDowell
Rita Beechey
Shari Hawkins
Naomi Davison
Councillor Dave Neeson

The Following Board member was absent with notice:

Nancy Rodrigues

The following staff members were in attendance:

Valerie Stevens, Director of Library Services/CEO
Serena Hamlyn, Executive Assistant (Recording Secretary)
Lindsay Damecour, CUPE 905.13 Union Representative

4. Chair's Remarks

None

5. Introduction of Addendum Items
None

6. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0086

That the Georgina Public Library Board meeting Agenda of November 21st, 2019 be approved as presented.

Carried.

7. Declarations of Pecuniary Interest

Dave Neeson will be leaving the room for the discussion regarding CUPE negotiations.

8. Adoption of the Past Minutes - Minutes of October 17th, 2019 Georgina Public Library Board Meeting

Moved by Naomi Davison, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2019-0087

That the Minutes of the October 17th, 2019 Library Board meeting be approved as circulated.

Carried.

9. Delegations/Speakers
None

10. Presentations
a. MURC Presentation – V. Stevens

The CEO gave a brief preview of the MURC information that will be presented at the Council meeting on Wednesday, November 27th.

11. Consent Agenda

- a. Branch Reports
- b. 2019 Work Plan Update
- c. Financial Statement – October 2019

Moved by Adrienne McDowell, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0088

That Item 11 - Consent Agenda be received as presented.

Carried.

12. Communications

- a. CEO Update – Verbal

Community Connections

- Mary Catherine Macaluso & Val Stevens met with Caroline Mulroney on November 8; discussed state of ILLO, Bill 108 (changes to Development Charges/Community Benefit Charges), and Bill 132 (reducing minimum number of Library Board meetings). Board Chair & CEO of East Gwillimbury PL were also in attendance.
- Becky Stark attended an input session for community organizations on Oct. 28, as part of “A Closer Look”, a joint project between Routes, Georgina Food Pantry, and Linking Georgina. The outcome of this project, which will extend into 2020, will be a Community Needs Assessment.
- Upcoming: Keswick branch will once again host pickup for Georgina Cares auction items on Sunday, November 24
- Upcoming: Holiday food & pet supply drives

Spaces

- Sutton Service Desk applicant interviews will be conducted on Monday, November 25. Contract to be awarded before year-end, with work to be completed in February 2020.
- Pefferlaw branch was without phone service for a week (Oct 31-Nov 7) despite daily calls with Bell.

People and Leadership

- Lynn McKinley, Michele Reynolds, and Ruth Berry attended CAMH Customer Service and De-escalation Training on Oct. 17 (ongoing shared training initiative with N6 Libraries).
- Estella De Souza Annis retired on October 28.

- Sarah Nealon accepted a temporary contract to cover an approx. 8 hr/wk Library Clerk position until Apr. 7.
- Management positions have been posted and Val has screened applicants; plan to interview in December, Serena will be making arrangements for interviews next week.
- CUPE negotiations: next date set for Nov 27, 2019

Collections & Programs

- Ran another successful Forest walk in Pefferlaw on Oct 19, in partnership with York Regional Forest staff
- Technology programs were well attended in October, including Gmail for Beginners and Microsoft Word for Beginners
- Other upcoming notable programs: Cat Café in Sutton on December 1; Ice Fishing for Beginners in Pefferlaw on December 11; Very Merry Holiday at the Stephen Leacock Theatre on December 13; Connors Christmas Showcase in Keswick on December 12

Technology

- New photocopiers were installed at all three branches on Oct. 30 and 31.
- Pilot of the Town's iCity Cashier system in Sutton is still pending due to technology challenges.
- YorkInfo database will be dissolving at the end of 2019; residents will be redirected to the York Region resource instead.

Other

- Mary Catherine Macaluso & Leslie Johnstone have been registered for OLA SuperConference in January

b. Board Chair Update – Verbal

- SOLS update
The SOLS Trustee meeting took place on Sat. Nov. 9th at McLaughlin Branch in Oshawa

SOLS Services update.

- There were several new trustees who were introduced to SOLS services.
- It was recommended that Board look at e-board training.

Recommended training:

- Financial Stewardship Webinar: The Library Board's Role (not available at this time)
- Excel Program: Learning about the workings (operational data)
- APLL: Advancing Public Library Leadership Institute 2 years \$3600.

- It was recommended having a marketing position – FT or PT. A couple of larger libraries have this in place.
 - They recommended collecting stories and anecdotes for PR.
- Roundtable Discussion:
- Trustees were asked to speak about the relationship of their library and their municipality.
 - It was very interesting listening to the other trustees who came from large municipalities to small towns.
 - The relationship varied from a municipal take-over of a board to full support.
 - To allow trustees to speak candidly it was decided that everything said would stay in the room.
 - I was very proud to talk about the mutual respect, mutual support and the ability to work well together with our municipality. I was able to say that we had HR and Finance committees

Next Meeting: April 4th, Cobourg Public Library

- The Board Chair expressed her thanks to GPL staff members for all of the extra work everyone has been putting in while we have been short one, and then two managers.
- The Board Chair thanked the Friends of the Library for the fantastic Victorian Tea they hosted on November 10th.
- The Board Chair thanked Councillor Dave Neeson for his generous offer to fund the purchase of GPL vests and t-shirts for the Library Board members.

c. Friends of the Library Update – Verbal

- The Victorian Tea, held on Sunday, November 10th, was a very successful event with 103 people in attendance. The profit from the event amounted to \$2,397.56
- The Friends' Chairperson, Bobbi Sabatini, is grateful to everyone who helped with organizing and running the Tea, including all of the volunteers and Friends members.
- The next Friends meeting will take place in December.
- A very brief discussion about hosting another Games Night has taken place. The topic will be revisited at a later date.
- The Spelling Bee is coming up in April, Udora Hall is booked.

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2019-0089

That items 12 a., b., and c. – Communications be received as presented.

Carried.

13. Old Business

a. Borrow History

CEO has been discussing and gathering information from other libraries. In the near future, a discussion needs to be had, and a decision made on whether or not we will allow the option of borrow history on patron accounts.

The topic has been tabled until January, at which time they will focus on coming to a decision.

14. New Business

a. Library Measures

The Town would like to include the Library on the website for its performance measures. They are using this tool to show that they have set measurable targets, and how they are performing against these targets. They are offering the Library one measure to include, and have asked what they would like the measure to be (for example- Library Usage, Program Attendance, etc.)

In order to decide which measure the Library should include, D. Neeson suggested having a bigger discussion, and perhaps doing a focus group.

The CEO will speak with the employee at the Civic Centre who is responsible for this initiative, and will bring information back to the Board members at a later date.

b. Inclusivity & Freedom of Speech discussion - L. Johnstone

L. Johnston brought up the importance of environmental scanning, and planning ahead for issues that may arise. It was suggested that the Board members review GPL's policy on permitting space to the public, and ensure that the Board is comfortable with GPL's position, or making changes to the policy as needed.

The Board members will review the policy and have a more robust discussion in the New Year in regards to it.

c. December Board Meeting & Holiday Dinner locations

The December Board meeting will be held at 5:00pm at the Sutton Branch.

Directly following the meeting the Board members will head to Jackson's Place for a Holiday Dinner.

The Board Chair mentioned that, in previous years, the Library Board has funded a dinner for the Friends of the Library, thanking them for all their efforts and hard work throughout the year.

Note: Bobbi Sabatini removed herself from the conversation, having no input, as she is the Chairperson of the Friends of the Library.

The Board Chair asked if the Board would like to offer this again to the Friends in thanks.

Moved by Shari Hawkins, Seconded by Dave Neeson

RESOLUTION NO. GLB-2019-0090

Motion to provide up to \$300 to the Friends of the Library, at a date in the future, for a thank you dinner for all the work they do.

Carried.

d. 2020 Meeting Dates & Locations

A schedule of the 2020 meeting dates was included in the Board package. The Board members decided they would like the June meeting to be held in Pepperlaw.

15. Other Business For Which No Notice Has Been Given

- a. L. Johnstone said that she would like to, on behalf of the Board, bake treats and take them to the staff at the 3 GPL branches, to thank them for their hard work. Contributions from other Board members are welcomed, but not necessary or expected.
- b. Art work – a Library patron has offered to donate his art collection to Georgina Public Library for display in the branches. The Board members agreed that, yes, they would love to have the art displayed in the library, subject to the CEOs review of the policy, and having the art work appraised by GACAG.

(Dave Neeson left the meeting at 8:59pm)

a. CEO Confidential Report to the Board

Once CUPE Negotiations have been completed, the CEO will have a confidential report to provide to the Board members summarizing any changes to the CA. The CEO asked the Board members how they would like to receive this report, there more than likely will not be enough time for the report to be read thoroughly in a meeting. As it is a confidential report, the option to email the report in advance is not there. The Board members do have the opportunity to come to the Library prior to the meeting to read the confidential report in private.

16. Closed Session
None

17. Adjournment

Moved by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0091

That the Georgina Public Library Board meeting of November 21st, 2019 adjourn at 9:06pm.

Carried.

18. Next Meeting Date /Time

December 19th, 2019 @ **5:00 p.m. @ Sutton Branch**, followed by a Holiday Dinner for the Board members.

Joint Branch Report

November 2019

Community Connections

- Becky Stark and Kate Gibson proudly represented GPL in the Keswick Santa Claus parade along with 3 teen volunteers and 1 Library Student.
- Kim McDougall, a volunteer from the Writers of York Region, visited the Peter Gzowski branch on November 24 to host a writer's workshop. This workshop was open to the public, but was also of special interest to our monthly creative writer's group The Wordsmiths.

Spaces

- The Sutton Desk Re-design Committee attended the Interview stage of the Request for Proposal process on November 25.
- Sutton Branch participated in a Fire Drill for the Sutton Multi-Use facility on November 26.

People and Leadership

- The management team attended a Values workshop for the town's Customer Service Standards at the ROC on November 1.
- Kate Gibson attended the annual LSC Children's Day Event for Collection Management on November 19.
- Sherrey Helleman and Jenn Day attended the Technical Symposium, discussing Technical Services issues, at Aurora Public Library on November 22.
- The Social Committee held a Staff Holiday Dinner on November 25.
- Sherrey Helleman inspected three town facilities as a Health & Safety Representative. Pepperlaw Branch passed inspection on November 21 and Sutton Branch passed on November 28.
- Becky Stark attended Supervisor Due Diligence Health and Safety Training on November 27 and Val Stevens and Kate Gibson attended on November 28.
- The Joint Job Evaluation Committee evaluated the Circulation Co-ordinator position on November 29.

Collections & Programs (Adult)

- Best-selling author Kelley Armstrong visited the Pepperlaw Branch on Friday November 1 for an engaging discussion and book signing. Staff from Blue Heron Books in Uxbridge were also present, to offer copies of Kelley's books for sale.



Programs – All Locations			
Date	Program Name	Location	Participants
Nov. 2	Purls and Chains	SN	6
Nov. 7	ESL Conversation Circle	KE	5
Nov. 7	Knitting Group	KE	14
Nov. 7	Book Club	PE	5
Nov. 9	Purls and Chains	SN	5
Nov. 10	Wordsmiths	SN	6
Nov. 13	Book Club	KE	5
Nov. 13	Saving Strategies	KE	4
Nov. 14	Knitting Group	KE	9
Nov. 14	Book Club	SN	6
Nov. 14	ESL Conversation Circle	KE	5
Nov. 15	Library Online Resources class	KE	5
Nov. 16	Purls and Chains	SN	6
Nov. 21	Knitting Group	KE	10
Nov. 21	ESL Conversation Circle	KE	5
Nov. 22	Online Shopping class	KE	3
Nov. 23	Purls and Chains	SN	3
Nov. 24	WCYR Writers Workshop	SN	12
Nov. 24	Painters Circle	PE	7
Nov. 24	Scrabble	SN	0
Nov. 26	Georgina Photo Club	KE	12
Nov. 27	Yorkworks Career Help	PE	0
Nov. 28	ESL Conversation Circle	KE	7
Nov. 28	Knitting Group	KE	9
Nov. 30	Purls and Chains	SN	4
Various dates	One-on-one technology help		9
		TOTAL	162

Technology

- Staff was trained on the new photocopiers on November 6 and 7.

Highlight

The gate counters at the school entrance to Sutton Branch recorded 3271 November visits from students, who have borrowed 5045 items from the collection since the first day of school.

**Submitted by: Kate Gibson & Becky Stark
Managers**

Board Governance Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Board Orientation	Board Chair & CEO	Q1	Q4	Completed	Inaugural Board Meeting – 21 March 2019 N6+1 Library Orientation Day – May 11 2019
New Library Board/CEO Meet & Greet	Board Chair & CEO	Q3	Q3	Completed	A Ghostly Gathering with the GPL Board held on October 22 at Sutton Branch.
Succession Planning & Emergency Preparedness	Board Chair & CEO	Q1 2020	Q3 2020	Deferred	Per Board Chair, deferring to 2020.
Library Advocacy	Board	Q1	Q4	On going	In support of the MURC Discovery Branch.
2018 Annual Report	CEO	Q2	Q3	Completed	Arrived and out for viewing in branches.
Sutton Multi-Use Transfer and Operating Agreement	CEO	Q1	Q4	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers.
Library & School Boards Agreement on Sutton Branch	CEO	Q1	Q4	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer.

Capital Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
MURC Branch	CEO	Q1	2021	In Progress	Presentation to Council Nov 27; moving forward with design development.
Library Furniture	All Managers	Q1	Q4	Completed	Sutton meeting room chairs delivered early December.
Sutton Service Counter	K. Gibson	Q1	Q1 2020	In Progress	Bid came in over budget; currently negotiating.
Sutton Window Blinds	K. Gibson	Q2	Q3	Completed	Blinds were installed on west windows on September 16.

Staffing Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Children's & Youth Services Additional Hours	J. Sutherland	Q1	Q1	Completed	11 additional hours added to increase CYA programs at all branches.
Sutton Circulation Staff Additional Hours	K. Gibson	Q1	Q1	Completed	9 hours distributed among Sutton Staff and the schedule re-arranged in accordance with the Collective Agreement.
Summer Reading Club Student	J. Sutherland	Q2	Q3	Completed	Grant application successful. 1 full-time and 1 part-time student hired. May 13 th start date.
Library Executive Assistant	CEO	Q1	Q1	Completed	Ms. Serena Hamlyn started in the position on 11 March 2019.

Operating Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Bento Boxes Discovery Layer	V. Stevens	Q2	Q2	Completed	New discovery layer added to the Library's online catalogue.
Multilingual Collection Project	V. Stevens/ K. Gibson	Q2	Q4	Completed	Will be included in annual (operating) collection budget.
Freegal Music	V. Stevens	Q2	Q2	Completed	Launched 23 April 2019.
AWE Tablets	J. Sutherland	Q1	Q2	Completed	Tablets have been installed in all branches.
Branding Event	CEO	Q3	Q3	Completed	Gradual roll-out; highlight during OPLW.
FanFest 4	J. Sutherland	Q2	Q2	Completed	Over 2,000 visitors!

Georgina Public Library

Financial Statement - November 2019

Date: December 3, 2019

	2019 Actuals	2019 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,189,962.50	2,389,050	199,088	92%	92%	Pro-rated
Provincial Grants	57,383	62,600	5,217	92%	92%	Pro-rated - Provincial Grant expected Fall 2019
Misc Grants	8,060	9,240	1,180	87%	92%	
School Board Revenue	58,500	58,500	-	100%	92%	Payment received November 25, 2019
Donations	10,730	1,800	(8,930)	596%	92%	Kathy Foch Donation for FanFest
Fines	21,561	27,100	5,539	80%	92%	
Misc Fees	2,376	3,100	724	77%	92%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	8,264	8,500	236	97%	92%	
Program Registrations	4,753	4,200	(553)	113%	92%	
Book Sale	1,425	2,400	975	59%	92%	
Room Rentals	6,691	4,100	(2,591)	163%	92%	
Provision from Reserve	11,917	13,000	1,083	92%	92%	Contributions to Reserves Pro-rated
Total Revenues	2,381,622	2,583,590	201,968	92%	92%	
Expenses						
Salaries & Benefits	1,465,637	1,793,480	327,843	82%	92%	
Library Board	2,880	4,800	1,920	60%	92%	
Library Operations	236,754	332,690	95,936	71%	92%	Utilities, cleaning, courier, supplies, etc.
Training	8,141	18,800	10,659	43%	92%	
Collections	149,521	228,520	78,999	65%	92%	
Telecommunications	16,013	15,700	(313)	102%	92%	
Misc	1,702	2,100	398	81%	92%	
Contribution to Reserve	171,875	187,500	15,625	92%	92%	Pro-rated
Total Expenses	2,052,524	2,583,590	531,066	79%	92%	
Net	329,098	-	(329,098)			