

**Georgina Public Library**

**Library Board Meeting**

**Agenda**

**November 21<sup>st</sup>, 2019 @ 7:00 p.m.**

**P. Nicholls Board Room, Keswick 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 – October 17<sup>th</sup>, 2019
8. Delegations/Speakers
9. Presentations
  - a. MURC Presentation (tentative)
10. Consent Agenda
  - a. Branch Report
  - b. 2019 Work Plan Update
  - c. Financial Statement – October 2019

11. Communications
  - a. CEO Update – Verbal
  - b. Board Chair Update – Verbal
  - c. Friends of the Library Update – Verbal
12. Old Business
  - a. Borrow History
13. New Business
  - a. Library Measures
  - b. Inclusivity & Freedom of Speech discussion - L. Johnstone
  - c. December Board Meeting & Holiday Dinner locations
  - d. 2020 Meeting Dates & Locations
14. Other Business For Which No Notice Has Been Given
15. Closed Session - None
16. Adjournment
17. Next Meeting Date /Time

December 19, 2019 @ **5:00 p.m.** @ **Keswick Branch OR Sutton Branch**

**Georgina Public Library Board**

**Regular Board Meeting Minutes**

**October 17<sup>th</sup> 2019 @ 7:00 p.m.**

**P. Nicholls Board Room, Keswick Branch**

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Closed Session – Review of Closed Session Minutes for 2019

Motion to move into closed session

Moved by Naomi Davison, Seconded by Shari Hawkins

**RESOLUTION NO. GLB-2019-0075**

That the Georgina Public Library Board move into closed session at 7:05pm to review closed session minutes for closed session meetings held in 2019 thus far.

**Carried.**

i. Review of closed session minutes

Motion to reconvene into open session

Moved by Rita Beechey, Seconded by Bobbi Sabatini

**RESOLUTION NO. GLB-2019-0076**

That the Georgina Public Library Board reconvene into open session.

**Carried.**

The Board members returned to open session with the following motions:

Moved by Rita Beechey, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2019-0077**

That The Georgina Public Library Board receive and approve the closed session minutes dated February 21, 2019 and April 8, 2019 as amended.

**Carried.**

Moved by Shari Hawkins, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2019-0078**

That The Georgina Public Library Board receive and approve the closed session minutes dated May 16, 2019 and September 19, 2019 as presented

**Carried.**

Note: Councillor Dave Neeson, being a CUPE employee, abstained from voting on the final set of minutes, as they were related to CUPE Negotiations.

3. 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."*

4. Roll Call

The following Board Members were present:

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

The following staff members were in attendance:

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

5. Chair's Remarks  
None

6. Introduction of Addendum Items  
None

7. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2019-0079**

That the Georgina Library Board Agenda of October 17<sup>th</sup>, 2019 be approved as presented.

**Carried.**

8. Declarations of Pecuniary Interest  
None

9. Adoption of the Past Minutes - Minutes of September 19<sup>th</sup>, 2019 Georgina Public Library Board Meeting

Moved by Nancy Rodrigues, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2019-0080**

That the Minutes of the September 19<sup>th</sup>, 2019 Board meeting be approved as circulated.

**Carried.**

10. Delegations/Speakers  
None

11. Presentations  
None

12. Consent Agenda  
a. Branch Reports

- b. CYS Quarterly Report
- c. Library Branch Statistics
- d. Website Statistics
- e. 2019 Work Plan Update
- f. Financial Statement – September 2019

Moved by Dave Neeson, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2019-0081**

That Item 11 - Consent Agenda be received as presented.

**Carried.**

13. Communications

- a. CEO Update – Verbal

**Community Connections**

- Becky Stark met with Rae Keen from the Writers Community of York Region to discuss possible collaborations between the library and the writer's group, the first of which is set to be a presentation for local writers in the Sutton branch in November.

**Spaces**

- RFP for Sutton Service Desk has closed and proposals are being evaluated. Contract to be awarded before year-end, with work to be completed in February 2020.
- Sit-stand desk for Pepperlaw has been purchased and installation is complete. Staff are using it daily.
- Blinds for west windows in Sutton have been installed.

**People and Leadership**

- Waiting on external HR consultant for manager job description evaluation; hopefully able to post soon
- CUPE negotiations: next date set for Nov 27, 2019
- Lori Puckett accepted permanent Library Clerk position today (vacancy left by retirement of Estella deSouza-Annis in mid-September)

**Collections & Programs**

- The Downton Abbey event was well-attended and enjoyed by all the participants

- Welcome Centre hours will be shifting starting in November: running 10-3 instead of 11-6 on the first Thursday of each month in Keswick.
- Children's garden in Pepperlaw had a very successful season: planted and cared for by participants in our Pepperlaw children's programs, led by Jo Scott.
- Friday Films After Dark continue to be a huge hit; in September, we screened Pokemon Detective Pikachu, with 60+ attendees of all ages coming out to enjoy the pre-film programming in addition to the film itself.
- Other upcoming notable programs: Forest Walk with York Regional Forest staff on October 19, Ghostly Gathering with the GPL Board (Oct 22), Not-so-spooky Hallowe'en Parties in Keswick (Oct 29) and Pepperlaw (Oct 30), and Kelley Armstrong author visit on November 1.

## Technology

- Pilot of the Town's iCity Cashier system in Sutton is still pending due to technology challenges.

## Other

- Submitted the provincial Public Library Operating Grant (PLOG) last week; we typically receive approximately \$62,000 in grant money from this source.
- OLA Super Conference is open for registration; we have training budget allocated for two Board members to go (\$235 each).

### b. Board Chair Update – Verbal

- The Board Chair and Library CEO have been meeting regularly, keeping updated on the Management vacancies and new positions.
- The Board Chair will be attending the SOLS meeting with N. Rodrigues, GPL's SOLS Rep, in November.
- The Board Chair congratulated the CYS team and all Library staff for the 600 people that showed up the SRC party.

### c. Friends of the Library Update – Verbal

- The Friends are focusing on the Tea Party at this time, which is taking place on Sunday, November 10<sup>th</sup> at De La Salle, beginning at 2:00pm. Tickets to the event are \$20 each and are available in all three Library branches for purchase. The Friends are trying to be more environmentally friendly with the event this year by buying reusable plates and utensils.
- The Friends have received a response from RJ at the Gem Theatre – The viewing of the movie *The Public* will most likely take place in January 2020, on a Monday or Friday night so Library employees can attend.
- The Spelling Bee will be taking place again next year! The Friends are thinking of hosting the event on April 24<sup>th</sup>, 2020 in Udora.

Moved by Nancy Rodrigues, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2019-0082**

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

**Carried.**

14. Old Business

a) Audited Financials – 2018 Financial Statement –Final Version

The Board members reviewed the final version of the 2018 Audited Financial Statement.

Motion to accept the 2018 Financial Statement as presented

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2019-0083**

That the 2018 Financial Statement be accepted as presented.

**Carried.**

b) Borrow History

The CEO and the Board members further discussed the option to allow patrons to request that their borrow history be saved on their Library accounts. After discussion and debate, the Board members requested that the CEO do some further discovery and bring back more information for the Board members to consider.

15. New Business

c) Policy Review: Supervision of Children Policy

The Board Members reviewed the edited Supervision of Children Policy that was included in the Board package.

Moved by Shari Hawkins, Seconded by Bobbi Sabatini



## **RESOLUTION NO. GLB-2019-0084**

Motion to accept the Supervision of Children Policy as presented.

**Carried.**

### **16. Other Business For Which No Notice Has Been Given**

- a) Consent Agenda discussion - The Board members talked over the Consent Agenda items that have been included on the Regular Board Agenda in the past, discussing what they would like to keep on the monthly Consent Agenda, and what they may like to limit to viewing quarterly.

It was decided that the Website Stats, Usage Stats, and the Circulation & Active User Stats would be limited to quarterly Board packages, and the Branch Reports and Financial Statement would continue to be included in the package each month.

- b) Swag items – The CEO presented a few promotional items to the Board members, showcasing the new logo. Items included: colour changing mood pencils, flashlight pens, and lanyards. The Board members will have some of these items with them to pass out to patrons at the Ghostly Gathering with the Georgina Public Library Board Members on Tuesday, October 22<sup>nd</sup>, at Peter Gzowski (Sutton) Branch.
- c) December Board meeting & Holiday celebration – The Board members discussed what they would like to do for the December Board meeting, and as a Holiday celebration. Dates and ideas were floated around. Further details and the date of the meeting and gathering are to be decided.
- d) The Library Board Vice Chair, Bobbi Sabatini, received a phone call from a patron today about the children's programming at Georgina Public Library. The patron was upset that patrons, including herself, were being turned away from the Thursday morning programs because they are full, and they fill up very quickly each week. The Ready Set Kindergarten! And Read, Play, Learn programs are very popular, to the point that patrons are lining up outside of the Library doors an hour before opening in order to ensure a spot in the programs. The Vice Chair thanked the patron for bringing this matter to her attention, and stated that she would share the patron's concerns with the Library Board and staff. She also suggested to the patron that a letter to her Councillor could help to inform them of the need for increased funding for Library programming, due to the steadily increasing demand for spaces in highly popular programs.

### **17. Adjournment**

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

**RESOLUTION NO. GLB-2019-0085**

That the Georgina Public Library Board October 17<sup>th</sup>, 2019 meeting adjourn at 8:56pm

**Carried.**

18. Next Meeting Date /Time

November 21<sup>st</sup>, 2019 @ 7:00 p.m. @ **Keswick Branch**

DRAFT

## **Joint Branch Report**

### **October 2019**

#### **Community Connections**

- Becky Stark visited Rixon Manor to exchange donated books on Oct. 7.
- Becky Stark met with Kathy Foch on Oct. 24 to discuss preliminary plans for major events sponsorships next year. Becky will meet with Kathy again in December to finalize more details.
- Ontario Public Library Week was Oct. 20-26. GPL conducted its 'typical week' statistics collection for the Ministry of Tourism, Culture and Sport's Annual Survey of Public Libraries.
- 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.

#### **Spaces**

- Kate Gibson attended the Georgina Accessibility Advisory Committee, to discuss the Sutton Desk Re-Design capital project, on Oct. 7.
- Keswick Branch had its carpets cleaned on Oct. 21 and 28.
- Pefferlaw Branch lost phone service overnight on Thursday Oct. 31, due to damages to a nearby line caused by high winds. Repairs were delayed by Bell Canada for a week, during which time Ruth Berry was instrumental in communicating with management at Bell and at the library to bring about a resolution. Lines were back in service by 3:15pm on Nov. 7.
- 16 new meeting room chairs were ordered for Sutton Branch in late October.

#### **People and Leadership**

- Laura Flanagan successfully passed her probationary period as a Library Student on October 3.
- Sutton Branch held a staff meeting on October 10.
- Becky Stark completed a Health and Safety Inspection of the Civic Centre on Oct. 16.
- Lynn McKinley, Michele Reynolds and Ruth Berry attended CAMH Customer Service and De-escalation Training on Oct. 17.
- Lori Puckett accepted the position of permanent part-time Library Clerk, starting Oct. 21. She will remain in her current contract until Apr. 7. Sarah Nealon accepted a temporary contract to cover the hours Library Clerk hours until Apr. 7.
- Estella De Souza Annis retired on October 28.

#### **Collections & Programs (Adult)**

- Kate Gibson participated in two webinars, presented by SOLS, discussing the e-Resources Licensing for 2020, on October 2 and 9.
- Becky Stark visited Hospice Georgina on October 23, and the topic this month was ghosts. Participants discussed local hauntings and tried their hand at some trivia questions about famous ghosts and hauntings.

| <b>Programs – All Locations</b> |                              |              |              |
|---------------------------------|------------------------------|--------------|--------------|
| Date                            | Program Name                 | Location     | Participants |
| Oct. 3                          | ESL Conversation Circle      | KE           | 6            |
| Oct. 3                          | Knitting Group               | KE           | 9            |
| Oct. 3                          | Book Club                    | PE           | 7            |
| Oct. 5                          | Purls and Chains             | SN           | 12           |
| Oct. 9                          | Book Club                    | KE           | 7            |
| Oct. 10                         | Knitting Group               | KE           | 10           |
| Oct. 10                         | Book Club                    | SN           | 8            |
| Oct. 10                         | ESL Conversation Circle      | KE           | 5            |
| Oct. 12                         | Purls and Chains             | SN           | 2            |
| Oct. 17                         | Knitting Group               | KE           | 12           |
| Oct. 17                         | ESL Conversation Circle      | KE           | 5            |
| Oct. 18                         | Gmail for Beginners          | KE           | 5            |
| Oct. 19                         | Fall Colours Forest Walk     | PE           | 12           |
| Oct. 19                         | Purls and Chains             | SN           | 8            |
| Oct. 22                         | Ghostly Gathering            | SN           | 12           |
| Oct. 23                         | Hospice visit                | SN           | 8            |
| Oct. 24                         | ESL Conversation Circle      | KE           | 2            |
| Oct. 24                         | Knitting Group               | KE           | 11           |
| Oct. 25                         | Microsoft Word for Beginners | KE           | 5            |
| Oct. 26                         | Purls and Chains             | SN           | 6            |
| Oct. 27                         | Scrabble                     | SN           | 0            |
| Oct. 27                         | Wordsmiths                   | SN           | 6            |
| Oct. 29                         | Georgina Photo Club          | KE           | 17           |
| Oct. 29                         | COPi presentation            | KE           | 6            |
| Oct. 30                         | Yorkworks Career Help        | PE           | 0            |
| Various dates                   | One-on-one technology help   | KE           | 6            |
|                                 |                              | <b>TOTAL</b> | <b>187</b>   |

## Technology

- New photocopiers were installed at all three branches on Oct. 30 and 31.

## Highlight

The gate counters at the school entrance to Sutton Branch recorded 3334 visits from students, who have borrowed 3212 items from the collection since the first day of school.

**Submitted by: Kate Gibson & Becky Stark**  
**Branch Librarians**

## Board Governance Initiatives

| Project Name                                       | Project Lead      | Start Date | Completion Date | Status      | Notes  |
|--|-------------------|------------|-----------------|-------------|--|
| Board Orientation                                  | Board Chair & CEO | Q1         | Q4              | Complete    | Inaugural Board Meeting – 21 March 2019<br>N6+1 Library Orientation Day – May 11 2019  |
| New Library Board/CEO Meet & Greet                 | Board Chair & CEO | Q3         | Q3              | Complete    | 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              | Complete    | 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 | Town Council approved moving forward with schematic design (Sept 25); grant application submitted early November. |
| Library Furniture      | All Managers | Q1         | Q4              | In Progress | Awaiting delivery of meeting room chairs for Sutton.  |
| Sutton Service Counter | K. Gibson    | Q1         | Q1 2020         | In Progress | RFP closed on Oct 11. Interviews to be completed by end of November.  |

|                      |           |    |    |          |  |
|----------------------|-----------|----|----|----------|--|
| Sutton Window Blinds | K. Gibson | Q2 | Q3 | Complete | 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 <sup>th</sup> 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/<br>K. Gibson | Q2         | Q4              | In Progress | Materials have started arriving, and are circulating.        |
| 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              | In Progress | Gradual roll-out; highlight during OPLW.                     |
| FanFest 4                       | J. Sutherland            | Q2         | Q2              | Completed   | Over 2,000 visitors!   |

## Georgina Public Library

### Financial Statement - October 2019

Date: 1 November 2019

|                         | 2019 Actuals | 2019<br>Approved<br>Budget | Variance  | Percentage<br>To Date | Target<br>to Date | Notes   |
|-------------------------|--------------|----------------------------|-----------|-----------------------|-------------------|---|
| <b>Revenue</b>          |              |                            |           |                       |                   |   |
| Town Grant              | 1,990,875.00 | 2,389,050                  | 398,175   | 83%                   | 83%               | Pro-rated                                       |
| Provincial Grants       | 51,958       | 62,600                     | 10,642    | 83%                   | 83%               | Pro-rated - Provincial Grant expected Fall 2019 |
| Misc Grants             | 3,658        | 9,240                      | 5,582     | 40%                   | 83%               |   |
| School Board Revenue    | 48,555       | 58,500                     | 9,945     | 83%                   | 83%               | Pro-rated - Payment expected in Fall 2019       |
| Donations               | 9,363        | 1,800                      | (7,563)   | 520%                  | 83%               | Cathy Foch Donation for FanFest                 |
| Fines                   | 19,213       | 27,100                     | 7,887     | 71%                   | 83%               |   |
| Misc Fees               | 2,302        | 3,100                      | 798       | 74%                   | 83%               | PRESTO Commissions, Exam Proctoring, etc        |
| Photocopying Fees       | 7,200        | 8,500                      | 1,300     | 85%                   | 83%               |   |
| Program Registrations   | 4,780        | 4,200                      | (580)     | 114%                  | 83%               |   |
| Book Sale               | 1,249        | 2,400                      | 1,151     | 52%                   | 83%               |   |
| Room Rentals            | 5,633        | 4,100                      | (1,533)   | 137%                  | 83%               |   |
| Provision from Reserve  | 10,833       | 13,000                     | 2,167     | 83%                   | 83%               | Contributions to Reserves Pro-rated             |
| <b>Total Revenues</b>   | 2,155,619    | 2,583,590                  | 427,971   | 83%                   | 83%               |   |
| <b>Expenses</b>         |              |                            |           |                       |                   |   |
| Salaries & Benefits     | 1,355,246    | 1,793,480                  | 438,234   | 76%                   | 83%               |   |
| Library Board           | 2,600        | 4,800                      | 2,200     | 54%                   | 83%               |   |
| Library Operations      | 228,733      | 332,690                    | 103,957   | 69%                   | 83%               | Utilities, cleaning, courier, supplies, etc.    |
| Training                | 7,876        | 18,800                     | 10,924    | 42%                   | 83%               |   |
| Collections             | 140,422      | 228,520                    | 88,098    | 61%                   | 83%               |   |
| Telecommunications      | 14,514       | 15,700                     | 1,186     | 92%                   | 83%               |   |
| Misc                    | 1,702        | 2,100                      | 398       | 81%                   | 83%               |   |
| Contribution to Reserve | 156,250      | 187,500                    | 31,250    | 83%                   | 83%               | Pro-rated                                       |
| <b>Total Expenses</b>   | 1,907,342    | 2,583,590                  | 676,248   | 74%                   | 83%               |   |
| <b>Net</b>              | 248,277      | -                          | (248,277) |                       |                   |   |



# Georgina Public Library Board

## 2020 Meeting Schedule

| Date              | Time   | Location  |
|-------------------|--------|---|
| 16 January 2020   | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 20 February 2020  | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 19 March 2020     | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 16 April 2020     | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 21 May 2020       | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 18 June 2020      | 7:00pm | P. Nicholls Board Room - Keswick Branch OR<br>Programming Room - Pepperlaw Branch |
| 16 July 2020      | 7:00pm | Programming Room – Sutton Branch  |
| 20 August 2020    | 7:00pm | P. Nicholls Board Room - Keswick Branch OR<br>Programming Room - Pepperlaw Branch |
| 17 September 2020 | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 15 October 2020   | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 19 November 2020  | 7:00pm | P. Nicholls Board Room - Keswick Branch   |
| 17 December 2020  | 7:00pm | P. Nicholls Board Room - Keswick Branch   |