Georgina Public Library Board

Regular Board Meeting Minutes

October 17th 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 17th, 2019 be approved as presented.

Carried.

8. Declarations of Pecuniary Interest
None

9. Adoption of the Past Minutes - Minutes of September 19th, 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 19th, 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 Pefferlaw 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 Pefferlaw had a very successful season: planted and cared for by participants in our Pefferlaw 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 Pefferlaw (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 10th 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 24th, 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 22nd, 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 17th, 2019 meeting adjourn at 8:56pm

Carried.

18. Next Meeting Date /Time

November 21st, 2019 @ 7:00 p.m. **@ Keswick Branch**

Mary C Macaluso
Board Chair

Recording Secretary