

King Township Public Library Board Meeting
Tuesday April 22, 2014
King City Library, 1970 King Road, King City ON
MINUTES

Board Present: Virginia Atkins, Gordon Craig (Chair) via conference call, Blair Day, LCdr. Bob Gwalchmai (Vice Chair), Councillor Cleve Mortelliti, Sylvia Pal, Jack Rupke, Michael Schwartzkopf, Jim Streb, Phyllis Vernon

Staff Present: Rona O'Banion (CEO), Sharon Bentley, Adele Reid, Gabriella Del Borrello

Regrets: Darlene Sikkema

1. CALL TO ORDER

LCdr. Gwalchmai called the meeting to order at 7:02 pm.

2. APPROVAL OF THE AGENDA

The CEO added Audit preview under 7.2 Finance Committee

Motion 2014-4-01: Agenda

Moved by Jack Rupke, seconded by Jim Streb that the agenda be approved as amended.
Carried.

3. DECLARATIONS OF CONFLICT OF INTEREST

None.

4. APPROVAL OF THE MINUTES OF MARCH 18, 2014

Motion 2014-4-02: Minutes

Moved by Michael Schwartzkopf, seconded by Sylvia Pal that the minutes be adopted as distributed.
Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Green Reads Vending Machine Proposal

The CEO presented the Green Reads Vending Machine Proposal to the Board, providing background information and outlining reasons for KTPL to participate. The CEO recommended that the Board receive the report and approve the spending of up to \$1000 from the Small Capital account to make up the potential shortfall in the campaign outlined.

Motion 2014-4-03: Green Reads Vending Machine Proposal

Moved by Jim Streb, seconded by Jack Rupke that the Board support the Green Reads Vending Machine Proposal if necessary, up to \$1,000 pending the outcome of the crowd-funding campaign. Carried.

6. CORRESPONDENCE

6.1 Received from Susan Hopcroft RE: In Memoriam Donation to Schomberg Branch

The CEO reported that the Schomberg branch had received a generous, \$1000 in-memoriam donation from Susan and Jim Hopcroft in memory of their mother, Florence. The Hopcrofts requested that funds be distributed evenly between adult fiction and children's storybooks.

6.2 Sent to Susan Hopcroft RE: Thank You Letter for Donation to Schomberg Branch

Copy of correspondence sent to Susan and Jim Hopcroft thanking them for their very generous \$1000 donation in memory of their mother, Florence.

7. REPORTS OF BOARD COMMITTEES

7.1 Chair's Report

None.

7.2 Finance Committee

Mrs. Reid reported that the 2013 financial audit conducted last week by the auditors (BDO) went very well and highlighted some areas that may be changed or require attention. Mrs. Reid and the CEO responded to questions by the Board.

Mr. Schwartzkopf reviewed all cheques issued over \$2000 and the Operating Statement Summary for the month of March 2014 with the Board.

Motion 2014-4-04: Finance

Moved by Michael Schwartzkopf, seconded by Phyllis Vernon that the Board adopt the financial report for the month of March 2014. Carried.

7.3 Policy Committee

Mrs. Pal presented Policy #OP 01 – Circulation Policy including Fines & Fees Schedules for approval.

The CEO excused herself from the Board meeting to attend the Sustainability Committee meeting in order to present the Green Reads Vending Machine proposal.

Motion 2014-4-05: Circulation Policy including Fines & Fees Schedules

Moved by Sylvia Pal, seconded by Blair Day that the Board approve Policy #OP 01 – Circulation Policy including Fines & Fees Schedules as amended. Carried.

Mrs. Pal presented Policy #OP 02 – Confidentiality & the Protection of Privacy Policy for approval.

Motion 2014-4-06: Confidentiality & the Protection of Privacy Policy

Moved by Jack Rupke, seconded by Virginia Atkins that the Board approve Policy #OP 02 – Confidentiality & the Protection of Privacy Policy. Carried.

8. INFORMATION

8.1 CEO Report

The CEO reviewed her report with the Board and highlighted:

- that the Library was successful in acquiring summer students but specific details such as number of students, number of hours, etc. was not available. This information is expected within the week;
- the province unexpectedly announced an increase to the minimum wage after our 2014 budget was already approved. While this will have a nominal impact on our salaries budget, there are sufficient funds built in to cover the increase;
- given the disruptive impact of the Dufferin Street Bridge replacement in the marsh, management is revisiting the timing for the pilot to increase opening hours in Ansnorveldt;
- have started to explore the on-line streaming service – Hoopla, but do not have the money in 2014 budget but will pursue it in 2015;
- that Township has hired a ‘marketing person’ whose focus is more event planning and the Library will let her get settled before reaching out to her;
- that in trying to raise the profile of the Library, particularly as it pertains to technology, Mark Cornell will launch a monthly program called Tech Tuesdays, which will highlight various digital services;
- York Region School Board has decided to standardize all individual school websites and as part of that process have agreed to include links to municipal libraries across the region.

Motion 2014-4-07: CEO Report

Moved by Phyllis Vernon, seconded by Jack Rupke that the Board receive the CEO report for the period March 14 – April 17, 2014. Carried.

8.2 Library Statistics

Ms. Bentley reviewed the Library statistics for the month of March 2014 with the Board.

8.3 Other Information

8.3.1 Local Library Related Media Stories

Local Library-related media stories were made available to the Board.

9. NEW BUSINESS

9.1. Report from Council – Councillor Cleve Mortelliti

Councillor Mortelliti reminded the Board about the upcoming Volunteer Appreciation night on Thursday evening, and highlighted a new King mobile app featuring news, the municipal calendar, map of the Township, and information about the continuing ice storm clean up, to name a few.

The CEO returned from her meeting and stated that the Sustainability Committee loved the idea and will advise us of their decision regarding support for the Green Reads machine after they review it.

9.2 Discussion and evaluation of Holy Name Site

The Board toured the Holy Name site prior to the meeting. Mr. Craig suggested that a committee be formed to review issues, discuss their observations and report back to the Board at the September meeting. Mrs. Vernon agreed and suggested that further discussion might result in a building that would serve our Council and Library and provide growth opportunity.

10. ADJOURNMENT

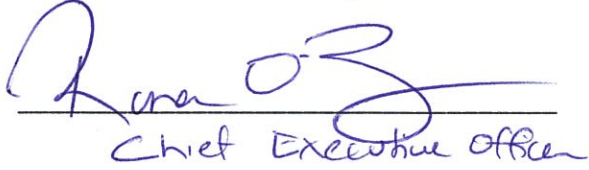
Motion 2014-4-08: Adjournment

Moved by Phyllis Vernon that the meeting be adjourned.

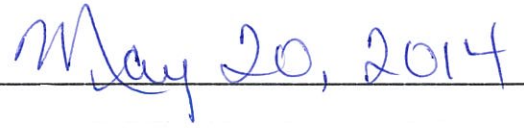
The meeting was adjourned at 9:17 pm.



Chair



Chief Executive Officer



Date