

**King Township Public Library Board Meeting**

**Tuesday, February 19, 2013**

**King City Library, 1970 King Road, King City**

**MINUTES**

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

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

Regrets: Stella Bordignon, Jack Rupke, Darlene Sikkema

**1. CALL TO ORDER**

Mr. Craig called the meeting to order at 7:05 p.m.

**2. AGENDA**

**Motion 2013-02-01: Agenda**

Moved by Michael Schwartzkopf, seconded by Bob Gwalchmai that the agenda be approved as distributed.

Carried.

**3. DECLARATION OF CONFLICTS OF INTEREST**

None declared.

**4. APPROVAL OF THE MINUTES OF JANUARY 16, 2013**

**Motion 2013-02-02: Minutes of Previous Meeting**

Moved by Virginia Atkins, seconded by Sylvia Pal that the minutes be adopted as distributed.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. CORRESPONDENCE**

**6.1 New Auditor's Introduction Letter**

The CEO reported that KTPL, under the auspices of the Township, and in conjunction with other members of the N6, and in order to achieve economies of scale, have retained the services of BDO Canada, Chartered Accountants for the 2012 financial audit.

**6.2 Auditor's Handout - PSAB**

Public Sector Accounting Board (PSAB) publication containing accounting standards was made available to the Board.

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**7. REPORTS OF BOARD COMMITTEES****7.1 Chair's Report**

None.

**7.2 Finance Committee**

Mr. Schwartzkopf reviewed all cheques over \$2,000 and the Operating Statement for the month of January 2013 with the Board. Adele Reid reviewed the final reserve amount with the Board, and reported that year-end financial procedures are going well and also stated she was optimistic the Library would have a trouble-free audit.

**Motion 2013-02-03: Reserve Strategy**

Moved by Jim Streb, seconded by Michael Schwartzkopf that the Board approve the updated reserve fund in the amount of \$51,998 for 2012.

Carried.

**Motion 2013-02-04: Finance**

Moved by Michael Schwartzkopf, seconded by Phyllis Vernon that the Board receive the financial report for the month of January 2013.

Carried.

**7.3 Policy Committee****7.3.1 Revised Mission Statement**

Mrs. Pal presented the revised Mission statement to the Board.

**Motion 2013-02-05: Revised Mission Statement**

Moved by Sylvia Pal, seconded by Virginia Atkins to accept the revised Mission Statement as presented.

Carried.

**7.3.2 Revised Vision Statement**

Mrs. Pal presented the revised Vision statement to the Board.

**Motion 2013-02-06: Revised Vision Statement**

Moved by Sylvia Pal, seconded by Blair Day to accept the revised Vision Statement as amended.

Carried.

**7.3.3 Accessibility Policy**

Mrs. Pal presented the Accessibility Policy to the Board.

**Motion 2013-02-07: Accessibility Policy**

Moved by Sylvia Pal, seconded Bob Gwalchmai to accept the Accessibility Policy as presented.

Carried.

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#### 8. INFORMATION

##### 8.1 CEO Report

The CEO reported there were two focus groups held in January and the consultant's questions generated interesting discussions and valuable feedback was obtained. She also stated that in order to ensure members of council have had the opportunity to contribute to the Library's Plan, individual telephone interviews were scheduled with the consultant, Peggy Walshe. Facility issues at King City and Schomberg Libraries are being dealt with promptly by Township staff. The CEO advised the Board that a joint Board meeting with Caledon Public Library will be held June 11<sup>th</sup> and she will invite members of council. The Deputy CEO provided a brief verbal update on the Memory Project which included interviews with local World War II veterans.

##### **Motion 2013-02-08: CEO Report**

Moved by Cleve Mortelliti, seconded by Blair Day that the Board receive the CEO's report for the period January 12 – February 14, 2013.

Carried.

##### 8.1.1 OLC and the Union Catalogue

The CEO presented her report on the Ontario Library Consortium (OLC) and the Union Catalogue, which is a shared system with over 20 members to date. The CEO explained that OLC's mandate is to facilitate library automation and achieve maximum benefit through cooperative purchasing of equipment, services and materials. In 2011, OLC members decided to move to a union (or joint) database. This was 'necessary' as the vendor indicated newer platforms and software updates would be financially prohibitive unless the group achieved economies of scale by moving to a union database. There are a number of concerns about this move but given that migrating to our own stand-alone system is not a fiscally viable option, we have no choice. Staff will continue to monitor the situation and manage issues as they arise. The CEO also reported on a related barcode problem, where we were forced to re-barcode 6,000 items. The re-barcoding project is underway. KTPL is slated to migrate to the new database in June.

##### 8.2 Library Statistics

Ms. Bentley reviewed the Library statistics report with the board.

##### 8.3 Other Information

##### 8.3.1 Local Library Related Media Stories

Library related media stories were made available to the Board.

#### 9. NEW BUSINESS

##### 9.1 Report from Council – Councillor Cleve Mortelliti

Councillor Mortelliti stated that the third informal "Meet the Mayor & Ward Councillors" will be held at the Nobleton Library February 20<sup>th</sup>.

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**9.2 2013 OLA Super Conference**

Board and staff provided brief summaries of the sessions they attended at this year's OLA Super Conference.

**9.3 New Database Demonstration**

Ms. Bentley provided a demonstration of the new library database.

**9.4 March 19 Meeting**

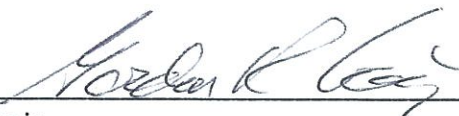
The CEO reminded Board members there will be a 5 pm start for the March 19<sup>th</sup> meeting to allow time for a presentation of the Draft Strategic Plan. A light dinner will be provided.


**10. ADJOURNMENT**

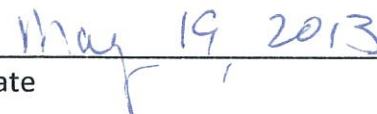
**Motion 2013-02-09: Adjournment**

Moved by Blair Day, seconded by Cleve Mortelliti that the meeting be adjourned.  
Carried.

The meeting was adjourned at 9:20 p.m.

  
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Chair

  
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Chief Executive Officer

  
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Date