

King Township Public Library Board Meeting

Wednesday, January 16, 2013

King City Library, 1970 King Road, King City

MINUTES

Board Present: Virginia Atkins, Stella Bordignon, Gordon Craig (Chair) via conference call, LCdr. Bob Gwalchmai (Vice Chair), Sylvia Pal, Michael Schwartzkopf, Darlene Sikkema,

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

Regrets: Blair Day, Councillor Cleve Mortelliti, Jack Rupke, Jim Streb, Phyllis Vernon

1. CALL TO ORDER

LCdr. Gwalchmai called the meeting to order at 7:05 p.m. It was noted that the December 2012 meeting was cancelled due to lack of quorum.

2. AGENDA

Motion 2013-01-01: Agenda

Moved by Stella Bordignon, seconded by Sylvia Pal that the agenda be approved as distributed.
Carried.

3. DECLARATION OF CONFLICTS OF INTEREST

None declared.

4. APPROVAL OF THE MINUTES OF NOVEMBER 20, 2012

Motion 2013-01-02: Minutes of Previous Meeting

Moved by Virginia Atkins, seconded by Darlene Sikkema that the minutes be adopted as distributed.
Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Visioning Exercise Summary Report

Ms. O'Banion stated that as a result of the workshop held at the last Board meeting, Peggy Walshe from Libraries in Transition, provided a summary of the information generated and a list of potential vision and mission statements. The Board reviewed the suggestions and reached a consensus on new vision and mission statements.

6. CORRESPONDENCE

None.

7. REPORTS OF BOARD COMMITTEES

7.1 Chair's Report

Mr. Craig, on behalf of the Board congratulated the CEO on a successful first year at the King Township Public Library.

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7.2 Finance Committee

Mr. Schwartzkopf reviewed all cheques over the signatory limit and the Operating Statement for the month of December 2012 with the Board. Adele Reid answered questions from the Board regarding revenues and expenses for the month of December 2012 and stated the Library's yearly audit is scheduled for February. Ms. O'Banion added that the Library's 2013 operating budget had been approved by the Township and the Library's submitted Business Plan received positive feedback from councillors.

Motion 2013-01-03: Finance

Moved by Michael Schwartzkopf, seconded by Sylvia Pal that the Board receive the financial report for the month of December 2012.

Carried.

7.3 Policy Committee

No report. Ms. O'Banion stated she will email the Policy Committee to set up a date and time for the next meeting.

8. INFORMATION

8.1 CEO Report

The CEO distributed revised versions of the document from OLBA titled Cut to the Chase and suggested Board members replace the old one with the new one in section 11 of their Orientation binder. The CEO reviewed her report with the Board and highlighted the following:

- Christmas tree set up by staff received positive feedback from the majority of patrons,
- Strategic Plan interim report will be received from Peggy Walshe shortly for review by management and two focus groups are scheduled for January 29th from 2-4 pm at the King City Library and 7-9 pm at the Schomberg Library – the advertisement will be in the local paper. The CEO invited the Board to attend the focus groups and recruit people in their capacity as library advocates to attend,
- a number of facility issues had surfaced with major leakage and water damage to the King City Library and the CEO stated she is pleased with the way Township staff are handling it,
- the Library has received the 2012 provincial annual grant but was denied its request for the annual author visit support funding from Canada Council of the Arts,
- the CEO was approached by Councillor Avia Eek who inquired about the possibility of the Library serving as an access point to purchase garbage bag tags. Management staff will develop procedures for all 4 branches as soon as possible.

Motion 2013-01-04: CEO Report

Moved by Michael Schwartzkopf, seconded by Virginia Atkins that the Board receive the CEO's report for the period November 21, 2012 – January 11, 2013.

Carried.

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8.2 Library Statistics

Ms. Bentley reviewed the December 2012 statistics with the Board highlighting the following:

- statistics for audio and playaway were up significantly,
- we are investigating various software solutions to monitor and capture usage statistics for people who bring in their own laptops,
- each branch now has 2 e-readers available for loan,
- as a result of the children's librarian visits to area schools, she had received a thank you booklet from the school in Nobleton,
- this year's Summer Reading program theme is GO
- KTPL's collection will be weeded systematically once the library implements new software
- a survey has been posted on the library website to allow patrons to pick their favorite book,
- information has been posted on the library website regarding Route 61 – King local from York Region Transit/Viva which will provide bus service throughout the Township of King to King City GO station.

8.3 Other Information

8.3.1 Local Library Related Media Stories

Library related media stories were made available to the Board.

8.3.2 FOPL'S 2012 Accomplishments

The Board was provided with the Federation of Ontario Public Libraries (FOPL) report highlighting their accomplishments for 2012. The CEO added that FOPL's CEO, David Allen has resigned and the FOPL executive is working on recruiting his replacement.

8.3.3 Archives Report 2012

The CEO reported that the King Township Archives have provided the Library Board with their 2012 Annual Report as per the partnership agreement.

9. NEW BUSINESS

9.1 Report from Council – Councillor Cleve Mortelliti

No report.

9.2 2013 Board Meeting Schedule

The 2013 Board Meeting Schedule was provided to the Board.

9.3 2013 Reserve Strategy

The CEO reviewed the 2013 Reserve Strategy report with the Board and made recommendations.

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Motion 2013-01-05: 2013 Reserve Strategy

Moved by Gordon Craig, seconded by Virginia Atkins that the Board approves the reallocation of unspent 2012 reserves (from 2011) in the amount of \$19,687, and the transfer of surplus funds from 2012 in the amount of \$46,590 into the reserve fund.

Carried.

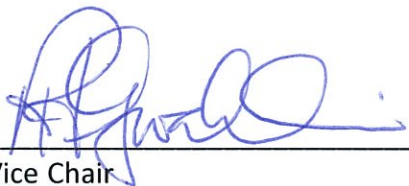
10. ADJOURNMENT

Motion 2013-01-06: Adjournment

Moved by Michael Schwartzkopf, seconded by Stella Bordignon that the meeting be adjourned.

Carried.

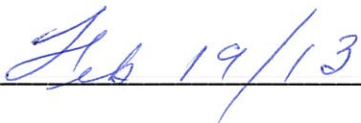
The meeting was adjourned at 8:56 p.m.



Vice Chair



Chief Executive Officer



Date