

Board Present: Virginia Atkins, Gordon Craig (Chair), Blair Day, Jack Rupke, Michael Schwartzkopf, Darlene Sikkema, Jim Streb, Phyllis Vernon

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

Guests: Tyna Crockford CPA, CA, Manager and Giselle Bodkin, CA, Partner
(Representatives from BDO Canada LLP)

Regrets: LCdr. Bob Gwalchmai, Councillor Cleve Mortelliti, Sylvia Pal

1. Call to order

Mr. Craig called the meeting to order at 7:03 pm.

The CEO congratulated Adele Reid on the occasion of her graduation from Library School. The Board congratulated Mrs. Reid on a job well done. Mrs. Reid was presented with a gift to recognize her achievement.

2. Approval of the agenda

Motion 2014-6-01: Agenda

Moved by Jack Rupke, seconded by Darlene Sikkema that the agenda be approved as amended. Carried.

3. Declarations of conflict of interest

None.

4. Approval of the minutes of May 20, 2014

Motion 2014-6-02: Minutes

Moved by Phyllis Vernon, seconded by Blair Day that the minutes be adopted as distributed. Carried.

5. 2013 Audited Financial Statement Presentation – BDO Canada LLP

Mrs. Reid introduced the audit team of Tyna Crockford and Giselle Bodkin from BDO Canada. Copies of the audited Financial Statement for 2013 were distributed to the Board. Ms. Crockford and Ms. Bodkin provided the Board with a presentation and overview of the Library's 2013 Audited Financial Statement.

Motion 2014-6-03: Audited Financial Statement

Moved by Michael Schwartzkopf, seconded by Virginia Atkins that the Board adopt the 2013 Audited Financial Statement. Carried.

6. Business arising from the minutes

6.1 Development Charge Fees Background Study Update

The CEO provided the Board with an update of the Development Charge Fees background study. The Board had been provided with an overview of Development Charges by Mr. Allan Evelyn, Director of Finance & Treasurer, Township of King at the May 20th, 2014 meeting.

6.2 Green Reads Machine Pilot Update

The CEO followed up from the last meeting and reported she has checked with the Green Reads Machine proponent, who confirmed that KTPL can revisit this initiative in the future.

6.3 Finalize membership for Facility Committee and schedule meeting dates

Members of the Ad Hoc Committee were finalized. The CEO will send out a choice of meeting dates over the summer, the goal being to establish a minimum of 2 meetings.

Committee Members:

Trustees: Gordon Craig
Blair Day
Jack Rupke

Staff: Rona O'Banion
Sharon Bentley

The CEO will arrange to have a representative from the Township's Planning Department attend the first meeting.

7. Correspondence

7.1 Sent to Sustainability Committee c/o Coordinator Sara Puppi, RE: Thank You Letter (Green Reads)

Correspondence was sent to the Sustainability Committee Coordinator, Sara Puppi thanking the Committee for their expressed support regarding the *Green Reads Machine Pilot Project*.

7.2 Sent to Michael Baird, Patron, RE: Thank You Letter (Donation)

A letter and official tax receipt was sent to Mr. Baird thanking him for his donation to the Library.

8. Reports of Board Committees

8.1 Chair's Report

None.

8.2 Finance Committee

Mr. Schwartzkopf reviewed the Financial Statements for the months of April and May 2014 with the Board and stated the Library was on target with the budget.

Motion 2014-6-04: Finance

Moved by Michael Schwartzkopf, seconded by Jack Rupke that the Board adopt the financial report for the month of May 2014. Carried.

8.3 Policy Committee

No Report.

9. Information

9.1 CEO Report

The CEO reviewed her report with the Board highlighting a number of items as follows:

- Elections Ontario (EO) requested use of Library space for the provincial election. The Library will receive \$2,184.30 from EO;
- the CEO thanked the Board for giving her the opportunity to attend the Canadian Library Association Conference;
- the bookdrop in Nobleton has reached the end of its life cycle and will need to be replaced. Management is exploring options;
- Ansnorveldt branch staff approached management staff with the idea of doing a mass mailing to residents in the Marsh to promote Library service. Staff has created a flyer, approved by management and are working with Canada Post to mail out the flyers;
- as of July 1st, the Canadian Anti-Spam Legislation will come into effect and apply to all Canadian organizations. In order to comply with the new legislation, the Library has put new procedures in place, including issuing an email to patrons requesting their expressed consent to receive our newsletter electronically.

Motion 2014-6-05: CEO Report

Moved by Phyllis Vernon, seconded by Jim Streb that the Board receive the CEO report for the period May 17 – June 12, 2014. Carried.

9.2 Library Statistics

Ms. Bentley reviewed the Library statistics with the Board and stated that 55 new patrons had signed up for membership to KTPL and the computer training sessions offered by the Library were doing very well.

9.3 Other Information

9.3.1 Local Library Related Media Stories

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

10. New Business

10.1. Report from Council – Councillor Cleve Mortelliti

No report.

10.2 Procurement Process for RFID Tags & Readers

The CEO reported that one of this year's major projects is to convert the collection to RFID Tags so that in the future the Library can start to introduce self check-out and security gates. The CEO is anticipating responses from possible contractors by mid-July. Once all the information has been received, a report will be sent out to Board members with recommendations for the successful vendor.

Motion 2014-6-06: RFID TAGS & READERS CONTRACTOR

Moved by Gordon Craig, seconded by Michael Schwartzkopf that the Board register its support of the contractor selection by email. Carried

10.3 General Interest information

Mrs. Atkins pointed out that the Globe and Mail business section featured an article displaying a picture of Ken Haycock who has set up a memorial foundation in memory of his wife.

Mrs. Vernon reminded the Board that dates for ASK Festival King were July 10 – 26.

11. Adjournment

Motion 2014-6-07: Adjournment

Moved by Darlene Sikkema that the meeting be adjourned. Carried.

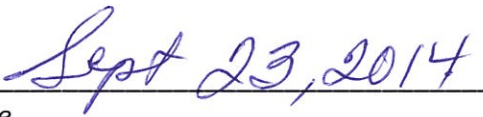
The meeting was adjourned at 8:40 pm.



Chair



Chief Executive Officer



Date