

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

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

Regrets: LCdr. Bob Gwalchmai, Councillor Cleve Mortelliti, Michael Schwartzkopf

1. Call to order

Mr. Craig called the meeting to order at 7:02 pm.

2. Approval of the agenda

Motion 2014-8-01: Agenda

Moved by Jack Rupke, seconded by Sylvia Pal that the agenda be approved as distributed. Carried.

3. Declarations of conflict of interest

None.

4. Approval of the minutes of September 23, 2014

Motion 2014-8-02: Minutes

Moved by Sylvia Pal, seconded by Darlene Sikkema that the minutes be adopted as amended. Carried.

5. Business arising from the minutes

5.1 Board Trustee Profile Recommendation to Council

Further to discussions from the Board's September meeting, the CEO will revise the letter intended to assist Township Council with the task of appointing new trustees to the Library Board. The letter will highlight certain skill sets and/or characteristics that current Trustees feel would prove beneficial to the Board moving forward.

6. Correspondence

6.1 Received from Minister Michael Coteau, MTCS RE: 2014-15 Public Library Operating Grant

Correspondence was received from Minister Michael Coteau, Ministry of Tourism, Culture and Sport approving the 2014-15 Public Library Operating Grant for the King Township Public Library in the amount of \$29,146.

6.2 Received from Rona O'Banion, CEO, KTPL RE: Thank You Card

A thank you card was received from Rona O'Banion, CEO, KTPL acknowledging the memorial donation made in honour of her father.

6.3 Sent to Jorge Soares, Smart Digital Signage RE: Thank You Letter

The CEO sent a letter to Mr. Jorge Soares, Smart Digital Signage thanking him for his support and donation. The discount sales package allowed KTPL to strengthen its internal capacity to promote and market library programs and services. The donation of a 42" LCD monitor allowed the KTPL to bring the Ansnorveldt Library branch online.

Mr. Streb joined the meeting at 7:30 pm.

7. Reports of Board Committees

7.1 Chair's Report

7.1.1 Facility Committee Update

Mr. Craig reported that Stephen Kitchen, Director of Planning at the Township, met with the Committee and presented an analysis of four potential sites for the King City branch. Based on forecasted growth patterns, and accessibility considerations, the evidence supports the notion that the current site is the best location for the branch.

7.2 Finance Committee

Mrs. Reid reviewed the financial report with the Board, listing cheques issued over \$2,000 and stated the bank reconciliation had balanced.

Motion 2014-8-03: Finance

Moved by Jim Streb, seconded by Blair Day that the Board adopt the financial report for the month of September 2014. Carried.

7.3 Policy Committee

7.3.1 Revised Corporate Credit Card Policy

Discussed and approved at the September 23, 2014 meeting under 9.3.1 Revised Corporate Credit Card Policy

8. Information

8.1 CEO Report

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

- Township initiated a job evaluation review and the Library is participating in the process;
- due to the Dufferin Street bridge reconstruction and its impact on local traffic patterns, management, in consultation with Ansnorveldt branch staff, have decided to postpone the expanded-hours pilot project until 2015;
- staff reviewed health and safety procedures and newly revised H&S Inspection forms at a recent staff meeting and discussed any outstanding deficiencies for follow up.

Motion 2014-8-04: CEO Report

Moved by Phyllis Vernon, seconded by Jim Streb that the Board receive the CEO report for the period September 19 – October 16, 2014. Carried.

8.2 Library Statistics

Ms. Bentley reviewed the September Library statistics with the Board and stated that statistics increase as new people come into the community. Ms. Bentley noted that Ontario Public Library

week is coming up and the festivities include a mystery book challenge for children, Tech Tuesday at the Nobleton Library and hosting acclaimed author Catherine Gildiner, who will be talking about her new book, "Coming Ashore".

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

No report.

9.2 2015 Draft Operating Budget

The CEO reviewed the Draft Operating Budget with the Board and highlighted program changes for 2015. Feedback from the Board was provided and staff will re-package the Budget and retable it at the November meeting.

10. Adjournment

Motion 2014-8-05: Adjournment

Moved by Jack Rupke that the meeting be adjourned. Carried.

The meeting was adjourned at 9:13 pm.

Sylvia Pal

Acting
Chair

Rena O'Neil

Chief Executive Officer

November 18, 2014

Date