

MINUTES
Regular Meeting #2010-03
Kingston Frontenac Public Library Board
March 24, 2010 - 4:25 PM
(following the Annual General Meeting)
Delahaye Room, Central Library



Present: Barbara Aitken, Deborah Defoe (Chief Librarian/CEO), Helga Grodzinski, Wilma Kenny (arrived at 5:10 PM), Erik Knutsen, Floyd Patterson, Claudette Richardson (Chair), Councillor Vicki Schmolka (left at 5:00 PM), Monica Stewart

Staff Present: Doug Brown (Manager, Facilities), Mary Glenn (Recording Secretary), Chris Ridgley (Budget / HR Analyst), Shelagh Quigley (Manager, Human Resources), Lester Webb (Manager, Systems and Technical Services)

Others present: *Paige Cousineau and John Inglis, Member of the public*

Regrets: Ralph Gatfield, Councillor Steve Garrison, Mayor Vanden Hoek, Patricia Enright (Manager, Children's/Youth Services and Rural Branches), Barbara Love (Manager, Adult Services)

1. CALL TO ORDER

The meeting was called to order at 4:25 PM.

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed.

3. DECLARATIONS OF CONFLICT OF INTEREST

There was no declaration of conflict of interest.

4. DELEGATION

Paige Cousineau and John Inglis, representing the Ompah Library Bookclub, Ompah Library Expansion Committee and general users about restoring the hours of library service at Ompah to six.

Ms. Richardson welcomed and introduced Page Cousineau and John Inglis. Ms. Cousineau and Mr. Inglis distributed copies of their presentation (attached to the original copy of the minutes).

Ms. Richardson explained that there were no board members from the rural areas present, and that Ms. Kenny would be arriving later during the meeting.

Mr. Inglis reported that they submitted a report to North Frontenac Township council who stated their commitment to keeping the Ompah branch open, and additionally, to expanding the library. He provided a copy of the resolution dated February 18, 2010 that the Township council sent to Frontenac County council, as well as the petition signed by members of the public to support their request.

Ms. Richardson also reported that staff are working on a report regarding library service levels for branches and will be reporting back to the board in the next while. When the report is complete, a copy will be forwarded to Ms. Cousineau and Mr. Inglis.

Mr. Inglis replied that they were not expecting a conclusive answer today but wanted to present their commitment to keeping Ompah branch open and to expanding the branch.

Ms. Cousineau added that they just received word that the North Frontenac fire department has been approved for infrastructure funding which will allow them to build a new fire hall. They would like to partner with them and design an adequate facility for the Ompah Branch, and proposed that a sub-committee be struck to work on this.

Ms. Defoe explained that it would be the municipality who would take the lead on this process, as is the case with the new Sydenham library project. In the County, it is the municipality who provides the space. Ms. Defoe added that when designing a new branch, accessibility standards need to be taken into consideration.

Ms. Stewart asked how staffing a rural branch related to the budget. Ms. Defoe explained that it is the same for all branches. For instance, if we want to open Pittsburgh branch longer hours we have to find the money in the budget in relation to the needs of all 17 branches. The budget is presented to both City and County Council for approval and there is a finite budget. Ms. Stewart recalled that earlier this year the message from County Council was that they did not support an increase in the budget in order to increase library services.

Ms. Cousineau said that her understanding is that County Council is willing to re-open their budget to look at additional funding for extra hours if necessary. She added that from the county perspective, it appears that funding is not an issue. Ms. Cousineau felt that there should have been more public consultation. She added that increased circulation numbers support keeping Ompah open more hours. Ms. Richardson explained that usage has increased across the province and therefore looking at last year's increase does not provide an accurate picture.

Mr. Webb responded to the issue regarding the *Comments* section on the KFPL website which currently does not allow people to leave comments. He explained that this had to be turned off due to the large amount of spam we were receiving and that we are working on reactivating the comment section in a different format to reduce the spam.

It was recommended that this be referred to the rural branches committee.

2010-14 PATTERSON – AITKEN

That the issue of the Plevna hours be referred to the Rural Branches Committee.

CARRIED

Mr. Inglis left the meeting at this time (4:50) PM.

5. ACCEPTANCE OF MINUTES

5.1 ***Kingston Frontenac Public Library Meeting #2010-02 held February 17, 2010***

2010-15 PATTERSON – KNUTSEN

That the minutes of Regular Meeting #2010-02 of the Kingston Frontenac Public Library Board held February 17, 2010 be approved as circulated.

CARRIED

5.2 ***Committee of the Whole Meeting #2010-02 held March 10, 2010***

2010-16 AITKEN - PATTERSON

That the minutes of the Committee of the Whole Meeting held March 10, 2010 be confirmed.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

7. ACTION ITEMS

There were no action items.

8. INFORMATION ITEMS

8.1 Correspondence / Information Received and Sent

- 8.1.1 From Marilyn Simonds, Artistic Director of the Kingston WritersFest committee, a letter dated February 17, 2010 to reaffirm their partnership with the Kingston Frontenac Public Library and to express her appreciation for the support and resources provided by KFPL.
- 8.1.2 From Mayor Harvey Rosen, a letter of congratulations on winning the Award of Excellence for Library Architecture for the new Calvin Park Branch Library, dated March 9, 2010.
- 8.1.3 From a representative of the Kiwanis Music Festival, a letter dated March 11, 2010 to thank the library for allowing them to have use of the library windows for their display.

Received since distribution of the agenda:

- 8.1.4 Petition regarding Ompah branch hours, received at the Board meeting.

2010-17 KNUTSEN - AITKEN

That the Board receive the correspondence as listed in the Agenda.

CARRIED

8.2 Calvin Park Building Project

2010-18 STEWART - PATTERSON

That the Minutes of the Calvin Park Project Management Committee meeting of December 10, 2009 be received.

CARRIED

8.3 Calvin Park Branch Outstanding Issues

Mr. Brown reported that the shelving contractor was scheduled to finish their work tomorrow, however that has been postponed. Once the shelving work is completed, the general contractor will return to finish work that was put on hold pending work on the shelving. Mr. Brown also reported that most issues seem to be under control.

8.4 Rural Branches Committee Update

This item was postponed until Ms. Kenny arrived.

9. MONITORING REPORTS

9.1 Communication and Counsel

9.1.1 Chief Librarian's Report

Discussion took place regarding some of the Incident Reports. Councillor Schmolka left the meeting at this time (5:00 PM). At Calvin Park, there was an incident involving a shelf that fell on a child. It was explained that it wasn't a full book shelf but a sliding drawer which had pulled out too far and we are investigating to ensure this doesn't happen again. It was clarified that the two incident reports regarding the Chair at Turner was actually one incident for which two people filled out a report. It was reported that we are looking at replacing those chairs, as they are getting old.

Ms. Defoe reported that a meeting was held with City staff to discuss parking issues which have arisen because people using the dog park are taking up library parking spaces, often leaving no parking for library patrons. At the meeting it was suggested that the City first investigate opening an extension off Hwy 15. It is a fire lane and will require fire department approval. If the City gets fire department approval the next step would be to get approval from the Kingston Municipal Heritage Committee (LACAC). At the meeting the Library raised the question of who would pay for snow removal for the additional parking spaces. Ms. Kenny arrived at this time (5:10 PM).

9.2 Annual Report

This was presented at the Annual General Meeting.

2010-19 KNUTSEN – PATTERSON

That the Board accept the following reports of the Chief Librarian/Chief Executive Officer:

- *Communication and Counsel*
- *Annual Report*

CARRIED

8.4 Rural Branches Committee Update

Ms. Kenny reported that she just learned that the Central Frontenac Community Development Corporation in Harrowsmith approved \$20,000 towards the new Sydenham library and paid for the initial fact-finding work when the architect first looked at the site. In addition, they have offered the services of a student to help design a simple fundraising brochure. Ms. Kenny added that donations from board members would be most welcome.

10. OTHER BUSINESS

Board members were encouraged to attend a CLA presentation entitled *Innovation and Libraries* by Stephen Abram on April 7 at Central Library.

As suggested at the last meeting, Ms. Defoe looked into bringing the 50 minute video of the Ken Haycock presentation on Advocacy to the next COW meeting. Upon further discussion, it was felt that the entire COW meeting in April should be devoted to discussing harmonization and other planning items. Ms. Defoe was asked to send the presentation link by email so board members can watch the Ken Haycock presentation from their home.

11. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at 4:00 PM, Wednesday, April 14, 2010, Delahaye Room, Central Library.

The next regular meeting will be held at 4:00 PM, Wednesday, April 28, 2010, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 5:25 PM.