

MINUTES
Regular Meeting #2010-07
Kingston Frontenac Public Library Board
September 22, 2010 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Deborah Defoe (Chief Librarian/CEO), Helga Grodzinski, Wilma Kenny, Erik Knutsen, Floyd Patterson, Claudette Richardson (Chair), Councillor Vicki Schmolka (left at 5:10 PM), Ralph Gatfield, Mayor Vanden Hoek (arrived at 4:15 PM)

Staff Present: Doug Brown (Manager, Facilities), Patricia Enright (Manager, Children's/Youth Services and Rural Branches), Mary Glenn (Recording Secretary), Barbara Love (Manager, Adult Services), Shelagh Quigley (Manager, Human Resources), Chris Ridgley (Budget / HR Analyst), Lester Webb (Manager, Systems and Technical Services)

Guests: Vicki Leakey (KPMG) (4:00 PM – 4:25 PM)

Others present: Nancy Jones (staff); Paige Cousineau, John Walters (members of the public, arrived at 4:10 PM)

Regrets: Councillor Steve Garrison, Monica Stewart

1. CALL TO ORDER

The meeting was called to order at 4:00 PM.

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed with the addition of 9.2 *New Sydenham Library Fundraising*. Item 8.2 was moved ahead in the agenda.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

8.2 Asset Protection (audit)

A copy of the audited statement was distributed with the agenda. Ms. Leakey explained that this was the first year they were required to report tangible capital assets and that the 2009 audit took longer to complete because of this. She expects that they will be back on track with the 2010 audit presentation in the spring. Paige Cousineau and John Walters arrived at this time (4:10 PM).

Ms. Leakey reviewed the audited statement and once again commented on the favourable accounting process that is in place. Mayor Vanden Hoek arrived at this time (4:15 PM).

Ms. Leakey was thanked for her presentation and left the meeting at this time (4:25 PM).

2010-46 KENNY - PATTERSON

That the Board receive the 2009 audited report.

CARRIED

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2010-06 held June 23, 2010

2010-47 KENNY - GRODZINSKI

That the minutes of Regular Meeting #2010-06 of the Kingston Frontenac Public Library Board held June 23, 2010 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting #2010-06 held September 8, 2010

2010-48 GATFIELD - KNUTSEN

That the minutes of the Committee of the Whole Meeting held September 8, 2010 be confirmed.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. ACTION ITEMS

6.1 Branch Services Master Plan

Councillor Schmolka asked what the main purpose of this document was and whether the intention was to forward it to politicians. She felt that the document is not self-promotional enough and was concerned with sending this document out as it is to politicians. Mr. Gatfield agreed that the document could be more promotional, however his recollection was that the main purpose of the document was to address deficiencies and look at how to move ahead in the future. He suggested that it might be sufficient to add a sentence or two at the beginning of the document to promote the library.

Mr. Knutsen confirmed that that the mandate was to come up with a tool to help with future planning and to encourage productive discussion, either with the public or with politicians. This document is a data platform framework to assist in guiding future decisions, not an advocacy document or executive summary for politicians. However, Mr. Knutsen felt that it was helpful to get feedback from politicians and he suggested that we could add a piece to the executive summary to reiterate the fact that libraries are essential.

Councillor Schmolka felt that this is an excellent document and supported adopting it, with the addition of a sentence to remind people of the value of libraries. Ms. Grodzinski and Mr. Patterson accepted the friendly amendment to the motion.

2010-49 GRODZINSKI - PATTERSON

That the Board adopt the Branch Services Master Plan as a worthy document, with amendments to follow as discussed.

CARRIED

Ms. Kenny suggested that the document go to the Rural Branches Committee and that a joint meeting be set up with the BSMP (Branch Services Master Plan) committee to work on the final document.

6.2 Board Recruitment

Ms. Defoe asked if Board members would let her know whether or not they intended to apply to serve on the board during the next term, in order to determine whether to hold an Information Session to recruit new members.

7. INFORMATION ITEMS

7.1 Correspondence / Information Received and Sent

- 7.1.1 From the Limestone District School board, a letter dated July 8, 2010 informing us that they have begun the planning process for a new K-12 school facility to be located on the site of the current Sharbot Lake H.S., asking if we would be interested in further discussion of potential partnerships. *Responded with a letter stating that the library is interested in further discussions of potential partnerships.*

- 7.1.2 To the City of Kingston, a letter dated September 14, 2010 asking the City to proclaim the month of October 2010 as Ontario Public Library Month 2010.
- 7.1.3 To the County of Frontenac, a letter dated September 14, 2010 asking the County to proclaim the month of October 2010 as Ontario Public Library Month 2010.

2010-50 AITKEN – GATFIELD

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

CARRIED

7.2 Mould Assessment Report (executive Summary attached)

Mr. Brown reported that there is no immediate risk and that the municipality will be keeping us informed. Councillor Schmolka left the meeting at this time (5:10 PM).

8. MONITORING REPORTS

8.1 Communication and Counsel

8.1.1 Chief Librarian's Report

Ms. Love reviewed the Managers' Highlights.

8.2 Asset Protection: Audit Treatment of Public (presentation earlier during meeting)

8.3 Financial Condition (2nd quarter)

2010-51 GATFIELD – KENNY

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

- *Communication and Counsel*
- *Financial Condition*

CARRIED

9. OTHER BUSINESS

9.1 CLA presentation by Rebecca Jones:

Session on *Thinking Strategically & Critically: Seeing Possibilities* - Thursday, October 14, 2010.
(Note: this was postponed to 2011).

9.2 Sydenham Library Fundraising

Ms. Kenny reported that things are moving forward and that the project is on schedule. She also reminded those interested in donating to the project to send pledges to: Library Building Fund, Box 400, South Frontenac Township, Sydenham ON K0H 2T0.

10. NEXT MEETING DATE AND ADJOURNMENT

The meeting was adjourned at 5:25 PM.

The next Committee of the Whole Meeting will be held at 4:00 PM, Wednesday, October 13, 2010, Delahaye Room, Central Library.

The next regular meeting will be held at 4:00 PM, Wednesday, October 27, 2010, Delahaye Room, Central Library.

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