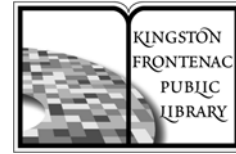


**MINUTES**  
**Regular Meeting #2010-10**  
**Kingston Frontenac Public Library Board**  
**December 15, 2010 - 4:00 PM**  
**Delahaye Room, Central Library**



Present: Barbara Aitken, Deborah Defoe (Chief Librarian/CEO), Helga Grodzinski, Wilma Kenny, Erik Knutsen, Floyd Patterson, Claudette Richardson (Chair), Monica Stewart  
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)  
Regrets: Councillor Steve Garrison, Ralph Gatfield, Councillor Vicki Schmolka, Mayor Vanden Hoek

**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.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4. ACCEPTANCE OF MINUTES**

**4.1 Kingston Frontenac Public Library Meeting #2010-09 held November 24, 2010**

2010-67 PATTERSON - GRODZINSKI

*That the minutes of Regular Meeting #2010-09 of the Kingston Frontenac Public Library Board held November 24, 2010 be approved as circulated.*

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**6. ACTION ITEMS**

**6.1 Evaluation of the Chief Librarian / Chief Executive Officer**

2010-68 STEWART - PATTERSON

*That the Board go In Camera to discuss a personnel issue (4:10 PM)*

**CARRIED**

2010-69 KNUTSEN – AITKEN

*That the Board rise from In Camera and report (4:30 PM)*

**CARRIED**

2010-70 STEWART - GRODZINSKI

*That the Board accept the report of the Chief Librarian Performance Evaluation Committee*

**CARRIED**

## **6.2 Board Self Evaluation**

Ms. Richardson, Ms. Grodzinski and Ms. Quigley worked together on an e-tool which would allow a board member to complete an evaluation following each board meeting and remain anonymous. The goal is to have this implemented in January 2011 at the beginning of the term of the new board.

Included in the agenda was a hard copy of a yearly board self evaluation form. Each board member was asked to take this home to complete and in particular to include comments.

## **7. INFORMATION ITEMS**

### **7.1 Correspondence / Information Received and Sent**

- 7.1.1 From John Gerretsen, MPP, a letter dated November 18, 2010 to congratulate Kingston Frontenac Public Library on receiving a grant of \$46,900 awarded by the Ontario Trillium Foundation.
- 7.1.2 From the Ministry of Citizenship and Immigration, a letter dated November 2010 to invite KFPL to participate in the Volunteer Service Award program for which there is a deadline of January 25 of each year.  
<http://www.citizenship.gov.on.ca/english/citizenship/honours/vsa.shtml>
- 7.1.3 To the Project Manager of the Sydenham Library Building Project, a letter dated December 9, 2010 expressing concern with the library's lack of input and asking if the library can be invited to attend future site meetings.

2010-71 AITKEN - KNUTSEN

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

### **CARRIED**

Further to correspondence 7.1.3, the library has been invited to attend site meetings at the new Sydenham library.

### **7.2 Rural Branches Committee Update**

Ms. Kenny reported that people who applied to represent the county on the library board were invited on short notice to an interview at the county office.

## **8. MONITORING REPORTS**

### **8.1 Communication and Counsel**

#### **8.1.1 Chief Librarian's Report**

Ms. Defoe drew attention to the picture taken at the council orientation session at city hall, where the library presentation was very well-received.

### **8.2 Financial Planning and Budgeting (verbal report)**

Ms. Defoe reported that she has been informed that the budget will be going to the City in late January and to the County in late February. As directed at the last board meeting, Ms. Defoe and Ms. Ridgley met with the CAO and the treasurer of the County to go over the proposed budget.

2010-72 AITKEN – KENNY

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

- *Communication and Counsel*
- *Financial Planning and Budgeting*

**CARRIED**

## **9. OTHER BUSINESS**

Ms. Grodzinski said that, regrettably, she will not be returning to the board for the next term, however she wanted to say that serving on the board has been a wonderful experience and that she learned much.

Ms. Defoe congratulated the board on a job very well done and said that the Legacy Document speaks to the great success of this board and its achievements.

Ms. Richardson thanked the board for the tremendous amount of work that was done over the past four years. She found that each and every person on the board has been completely engaged and had the best interest of the system as a whole. Ms. Richardson added that being associated with this library system is a source of pride for us and for the residents of Kingston.

Ms. Kenny added that the achievements were the result of team effort and with much help from the managers and staff who should be commended.

## **10. NEXT MEETING DATE AND ADJOURNMENT**

The next regular meeting will be held at 4:00 PM, Wednesday, January 26, 2011, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 5:08 PM.

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Claudette Richardson, Chair

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Mary Glenn, Recording Secretary