

MINUTES
Regular Meeting #2011-01
Kingston Frontenac Public Library Board
January 26, 2011 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Paige Cousineau, Deborah Defoe (Chief Librarian/CEO), Wilma Kenny, Erik Knutsen (arrived at 4:10 PM and left at 5:30 PM), Councillor Jim Neill (left at 5:35 PM), Floyd Patterson, Councillor John Purdon, Claudette Richardson, Councillor Liz Schell (left at 5:35 PM), Monica Stewart

Staff Present: Doug Brown (Manager, Facilities), Patricia Enright (Recorder, and Manager, Children's/Youth Services and Rural Branches), Barbara Love (Manager, Adult Services), Chris Ridgley (Budget / HR Analyst),

Others present: Pam Harris (CUPE president) (arrived at 4:35 PM)

Regrets: Mary Glenn (Recording Secretary), Shelagh Quigley (Manager, Human Resources), Lester Webb (Manager, Systems and Technical Services)

It was reported that currently there are only ten people on the library board as one person who was appointed has withdrawn. We have been advised by the City that they need to go through the process in order to appoint another member which will take a few months.

1. CALL TO ORDER

Ms. Defoe chaired the meeting pro tem until the appointment of the new Chair. Ms. Defoe called the meeting to order at 4:05 PM.

2. NOMINATIONS FOR CHAIR AND VICE-CHAIR

Mr. Patterson nominated Claudette Richardson for the position of Chair for 2011, seconded by Ms. Kenny. There were no further nominations.

2011-01 PURDON - PATTERSON

That nominations for Chair be closed.

CARRIED

Ms. Richardson was elected Chairperson by acclamation and assumed the Chair.

Ms. Aitken nominated Wilma Kenny for the position of Vice-Chair, seconded by Mr. Knutsen. There were no further nominations.

2011-02 STEWART - AITKEN

That nominations for Vice-Chair be closed.

CARRIED

Ms. Kenny was elected Vice-Chair by acclamation.

3. ADOPTION OF THE AGENDA

Mr. Purdon asked that a request to participate on a Township of Central Frontenac committee representing the Library be added to Other Business. The agenda was accepted with this addition.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

5. WELCOME AND INTRODUCTION OF BOARD MEMBERS

Ms. Richardson welcomed the board members. Board members and staff members introduced themselves.

6. ACCEPTANCE OF MINUTES

6.1 **Kingston Frontenac Public Library Meeting #2010-10 held December 15, 2010**

2011-03 AITKEN - PATTERSON

That the minutes of Regular Meeting #2010-10 of the Kingston Frontenac Public Library Board held December 15, 2010 be approved as circulated.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

7.1 **Board Self-Evaluation**

Ms. Richardson, Ms. Grodzinski and Ms. Quigley are working on an e-tool to evaluate the board and meetings. The tool is not ready at this time.

8. ACTION ITEMS

8.1 **Board volunteer to drop puck at Frontenac's Game – KFPL Day February 13**

Councillor Liz Schell volunteered to drop the puck at the Kingston Frontenac's game on February 13, 2011.

8.2 **Kingscourt / Pittsburgh Branch Hours** (report)

2011-04 RICHARDSON - AITKEN

That the open hours at the Kingscourt Branch be Tuesday and Thursday 10 to 8 and Saturday 9 to 5, and that the open hours at the Pittsburgh Branch be Tuesday, Wednesday and Thursday 10 to 8 and Saturday 9 to 5, effective April 2011.

CARRIED

8.3 **Per Kilometre Reimbursement (report attached) (motion)**

2011-05 COUSINEAU – NEILL

That the Board establish the per kilometre rate at 46 cents for 2011, and that the rate be reviewed in January 2012.

CARRIED

Councillor Purdon asked that the Board review the terminology since Canada has not used miles for 40 years. He suggested that it be changed to travel allowance or kilometrage.

9. INFORMATION ITEMS

9.1 ***KFPL Board Orientation Package***

Ms. Defoe reviewed the orientation package.

Councillor Neill recommended that the library continue to appoint a representative to the SOLS Board which he feels is a valuable organization responsible for interlibrary loan and capacity building and worthy of our support.

9.2 ***KFPL Board Constitution***

9.3 ***Legacy Report***

Mr. Patterson commented on *Recommendation 2.1* regarding the Manager of Human Resources assisting with the hiring of the new Chief Librarian. He noted that all managers should be at arm's length during the process. Ms. Richardson clarified that Ms. Quigley would monitor the process. Mr. Patterson said that he would like to see an independent human resources specialist hired.

Ms. Defoe further explained that the Manager of Human Resources would be a liaison person assisting with the RFP to engage a search firm. Ms. Kenny said that it was premature to discuss the issue at this time. Mr. Patterson reiterated his concern and said that high level administrative work would be fine but not participation in the decision-making.

Councillor Neill said that the recommendation does not set off any alarms as the City's Human Resources department ensures that the hiring of a CAO is done professionally. Mr. Knutsen agreed with Councillor Neill.

9.4 ***Report on Budget Deliberations*** (Board approved 2011 operating budget)

Ms. Defoe presented the 2011 budget to City Council on January 25, 2011 where she reported that the Library has been running a small deficit for three years and we asked for additional money to get caught up. Councillor Neill noted that the City CAO commented that the library's budget has always come in close to the established target and that the library has been fiscally responsible.

Ms. Defoe reported that the library has not yet been invited to make an official presentation to the County, however she and Chris Ridgley has met with the County CAO and Treasurer. According to the Public Libraries Act the larger municipality sets the amount. Ms. Defoe also explained the 87/13 split which excludes facilities as the townships are responsible for facilities in the County while the City of Kingston pays for the five city branches.

At 5:15 Ms. Richardson welcomed the City of Kingston's first poet laureate and KFPL staff member, Eric Folsom, who read one of his poems. Ms. Richardson thanked him on behalf of the board.

9.5 ***Board Annual Work Plan***

The Board reviewed the annual Work Plan for 2011. Because the second Wednesday of the month is a problem for Councillor Purdon and he may be late, it was agreed to start the next two COW meetings at 4:30 so that he can attend the orientation sessions.

9.6 ***Correspondence / Information Received and Sent***

9.6.1 From the County of Frontenac, a letter dated December 16, 2010 to confirm the County of Frontenac Appointments to the Kingston Frontenac Public Library Board.

9.6.2 From the City of Kingston, a letter dated December 23, 2010 to confirm the Kingston City Council appointments to the Kingston Frontenac Public Library Board.

- 9.6.3 From the Trillium Foundation, a letter dated December 16, 2010 to confirm receipt of our signed Letter of Agreement and enclosing a cheque in the amount of \$46,900 representing the total amount of the grant we were approved for.
- 9.6.4 From C.E.S. Franks, a letter dated December 20, 2010 enclosing a cheque for \$300 to be directed toward supporting the library's subscription to *Country Life*. *Responded with a letter of appreciation dated January 3, 2011.*
- 9.6.5 From the City of Kingston, a letter dated January 10, 2011 regarding the 2011 budget process, asking external agencies to review their budget submission in an attempt to stay within a 2% increase. Tuesday January 25 has been tentatively reserved for external agency budget deliberations.

2011-06 NEILL – PURDON

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

CARRIED

9.7 Notice to Amend the Constitution

The constitution requires two changes to the list of Community organizations in Article 4.6: Volunteer and Information Kingston is no longer in existence and Kingston Literacy has become Kingston Literacy and Skills. As per the constitution, approval of the motion to repeal or amend shall be by a two-thirds majority of votes cast at the next regular meeting of the Board.

10. MONITORING REPORTS

10.1 Communication and Counsel

10.1.1 Chief Librarian's Report

10.2 Emergency Executive Succession

There was no further discussion on the reports.

11. OTHER BUSINESS

11.1 Ontario Library Association SuperConference

Ms. Aitken, Ms. Cousineau, Ms. Kenny, Mr. Patterson, Ms. Richardson and Ms. Stewart will attend the SuperConference.

11.2 Township of Central Frontenac Multi-use Cultural Centre Ad-Hoc Committee

Councillor Purdon has been asked to represent the Kingston Frontenac Public Library on the committee and will be sitting as a library board member and not as a councillor.

12. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at **4:30 PM**, Wednesday, February 9, 2011, Delahaye Room, Central Library.

The next regular Board Meeting will be at 4:00 PM, Wednesday, February 23, 2011, Delahaye Room, Central Library. There being no further business, the meeting was adjourned at 5:45 PM.