

MINUTES
Regular Meeting #2011-04
Kingston Frontenac Public Library Board
April 27, 2011 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Paige Cousineau, Deborah Defoe (Chief Librarian/CEO), Ralph Gatfield, Wilma Kenny, Erik Knutsen, Councillor Jim Neill (left at 5:45 PM), Floyd Patterson, Councillor John Purdon, Claudette Richardson (Chair), Somnath Sinha, 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), Chris Ridgley (Budget / HR Analyst), Lester Webb (Manager, Systems and Technical Services)

Others present: Laura Carter, Librarian
Representing Ompah and other rural branches: Marily Seitz, Janice Arthur, John Inglis, Patrick Maloney, Susan Leslie, Jeff Green (Frontenac News) (guests left at 5:30 PM)

Regrets: Shelagh Quigley (Manager, Human Resources)

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:00 PM.

2. ADOPTION OF THE AGENDA

Item 8.1 was moved ahead in the agenda to follow 4.1. Councillor Purdon asked to have *10.1 News from Central Frontenac Township* added to the agenda. The agenda was accepted as amended.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. DELEGATION:

Marily Seitz and Janice Arthur made a presentation on behalf of both the Ompah Users Group and FALL (Frontenac Alliance of Local Libraries). They wished to speak about re-instating the two hours at Ompah branch. They made reference to the North Frontenac council resolutions in support of this.

Ms. Seitz said that after the board passed a resolution to transfer two hours from Ompah branch to Plevna branch, their group approached the library to ask if the two hours could be restored to Ompah. The Board referred the issue to the rural branches committee, who came back with a recommendation to continue with the current branch hours and re-assess in one year.

Ms. Arthur added that there is a good chance of expanding the library in Ompah into the township fire hall. She said that users of Ompah branch are happy with the services they have; they have computer access and they can browse and order CDs and DVDs and books. They believe that these services should be in their community where they can access them, but they need more hours. Ms. Seitz reiterated that while their group welcomes improvements, they are happy with the services provided at their library.

In addition to the re-instatement of the 2 hours to Ompah, the group would like to know what the criteria for making that decision was, they would like to see the statistics on appendix C and page 20 on Ompah, which they believe are incorrect, revised, and they would like a breakdown of annualized operating costs at Ompah.

On behalf of FALL, the group wants to see all their local libraries continue with a strong presence.

Councillor Neill commented that while he appreciates the quick fix of giving Ompah branch the two hours, he thinks this would be contrary to the intent of the amalgamated union library agreement. At the last board meeting he spoke about his concerns with Kingscourt branch losing 4 hours per week. Additionally, Councillor Neill pointed out that much of what was presented by the Ompah group also applies to the area in the north end of the city where there is no library.

The delegation thanked the Board for allowing them to make a presentation.

8.1 Rural Strategic Investment Fund Grant in partnership with ISKA (Immigration Services Kingston and Area) presentation

Ms. Carter was very pleased to report on the grant of approximately \$45,000 from the Ministry of Tourism and Culture in partnership with ISKA (Immigration Services Kingston and Area), primarily for the Calvin Park branch. The funds will be used to build a multilingual collection and to provide multi-cultural programs for both adults and children.

Ms. Defoe reported that we had wanted to make a presentation to City council to share this good news, as well as the good news with regards to achieving Gold LEED level for Calvin Park and to present our annual report. The City procedure has changed and the request now needs to be submitted in writing, with a motion passed at the Council meeting. Councillor Neill said he would be happy to move the motion at a City council meeting.

5. ACCEPTANCE OF MINUTES

5.1 Kingston Frontenac Public Library Meeting #2011-03 held March 23, 2011

2011-23 NEILL - GATFIELD

That the minutes of Regular Meeting #2011-03 of the Kingston Frontenac Public Library Board held March 23, 2011 be approved as circulated.

CARRIED

5.2 Committee of the Whole Meeting held April 13, 2011

Councillor Purdon pointed out that the Frontenac News did not cover the meetings which took place in the rural areas, but *printed an article on* the meetings. The minutes will be amended to reflect this.

2011-24 GATFIELD – NEILL

That the Minutes of the Committee of the Whole Meeting held April 13, 2011 be confirmed, as corrected.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

6.1 Communications Plan

This was brought forward from the Committee of the Whole meeting held April 13. Councillor Purdon believes that we need to do more than post the Branch Services Master Plan on our website. He suggested that the first step would be to have someone from the board present the document to county council, and then present it to the individual townships.

This will be brought forward to the next regular board meeting for further discussion.

7. ACTION ITEMS

7.1 *Rural Branches Committee Update*

Ms. Kenny gave a brief history on the committee which was formed in February 2007. She referred to the terms of reference and explained that originally the committee was struck to open up communications between the Library Board and the townships, to delineate responsibilities with regards to the buildings, and to formalize agreements.

Ms. Kenny referred to the Carver model of Governance which does not favour standing committees on a long term. She also referred to the Terms of Reference and the original mandate of the committee and reported that the committee has served its purpose. Councillor Purdon added that he has read the Terms of Reference, and assuming that agreements and relationships with the townships have been established, he would support the motion.

2011-25 AITKEN – NEILL

That the Board thank the committee members for their dedication and that the Rural Branches Committee adjourn sine die.

CARRIED

7.2 *Brought Forward from 2010: One-year review of Ompah Branch*

Ms. Kenny gave a history with respect to the Ompah / Plevna hours, referring to minutes over the past few years.

In October 2004 the Branch Services Review included a recommendation to expand Plevna branch and close Ompah Branch between 2004–2008. Subsequently the timeframe was moved to 2009-2013.

At the end of February 2007, Plevna branch was closed due to issues with mould and during the time it was closed, the 8 hours from Plevna were transferred to Ompah. In June 2007, John Inglis and Marily Seitz made a presentation to the board on behalf of the Ompah expansion committee. They described Ompah branch as small and suggested that they could raise money in the community to expand the branch, however no improvements were made during the two and a half years that Plevna was closed.

In September 2008, the Limestone District School Board offered to North Frontenac a portable facility for use as a library. The agreement stated that it was up to North Frontenac Township to find a location for the structure. When North Frontenac made the decision to locate the portable in Plevna, the following motion moved by Mayor Vanden Hoek and seconded by Ms. Kenny came before the library board:

WHEREAS the Township of North Frontenac has offered to move a portable facility from Glenburnie to North Frontenac for use by the Library

AND WHEREAS the portable at 768 square feet is larger than the combined areas of Ompah (225 square feet) and Plevna (384 square feet).

THEREFORE the Kingston Frontenac Public Library Board recommends as follows:

- 1. That Library and Township staff work to co-ordinate the work required to physically and operationally make this library functional. The Township work would include but not limited to: moving the portable, site preparation, utility hook-ups, repair damaged drywall, paint interior walls, replace flooring, repair damaged or missing soffits and fascia, repair wood rot on rear window and exterior cladding. The Library will provide and set up the book collection, shelving, furniture and equipment.*
- 2. That the Township find an appropriate serviced location for the portable*
- 3. That the library transfer the combined library collections, staff, and hours from Ompah / Plevna to the new facility.*

Ms. Kenny reported that the motion was deferred on the suggestion of Mayor Vanden Hoek so that the Mayor of North Frontenac could be invited to a board meeting before bringing this to their council. However, that meeting never took place.

In October 2009, the Board passed a motion to transfer some of the Ompah hours to Plevna effective February 2010 when the new library in Plevna was to open. In March 2010, Paige Cousineau and John Inglis attended the board meeting as a delegation to speak about the plans for the public fire hall which would give more space to Ompah however this seems to have been put on hold for an indefinite time.

In April 2010, Janice Arthur approached the board to ask about re-instating to Ompah the two hours that were transferred to Plevna. A decision was made to continue for another year and then re-assess the situation. On May 26, 2010, Mayor Vanden Hoek brought forward a motion to re-instate the two hours to Ompah branch. The motion was defeated. A motion was once again brought forward during budget discussions in October 2010 to re-instate the two hours to Ompah branch, and it was again defeated.

Ms. Kenny pointed out that North Frontenac has a population of just under 2,000 people with 3 branches; the Islands have a population of just under 2,000 with 2 branches; Central Frontenac has a population of about 4,500 with 4 branches, and South Frontenac has a population of approximately 19,000 with 3 branches, one of which is very small (Storrington) and one of which is the most heavily used branch outside the city (Sydenham).

Ms. Kenny noted that the delegation said that Ompah users like to browse and place holds on CDs, DVDs and books, yet the building in Ompah is very small, is not accessible, and there is no washroom.

Ms. Kenny, in her capacity as the Chair of the now-dissolved Rural Subcommittee, then brought forward a motion to put on the table for discussion the unfinished business of that committee, that the four hours at Ompah be moved to Plevna, and then that Ompah branch be closed.

Mr. Gatfield reminded the board that it is important to look at the area and distance and felt that the ratio of population / branches should be offset by area / branches. Councillor Purdon said that he would not be supporting the motion and felt that the Board should not go against the wishes of the population in the area being served. He recommended that the board continue with the status quo.

Mr. Patterson pointed out that the cost per item to circulate materials is significantly higher at some branches than others and that you have to bring in the catchment area and look at the cost per use. He felt that consolidating makes more sense with respect to the budget. He would like to see us provide a higher level of service for the entire Plevna / Ompah catchment area and become one much better library.

Ms. Cousineau questioned the administration costs allocated to Ompah. She also felt that we should not talk about closing Ompah because the fire hall would be a convenient space. She referred to *Building our Future*, and said that we need to be responsive to the needs of the individual communities.

Councillor Neill pointed out that meeting accessibility guidelines is an issue that will have to be dealt with in the future and which will be very expensive. He suggested that we look at some of the innovative approaches we have discussed in the past. He understands how difficult it is for a community to lose a library, but with our limited resources he believes we could achieve a higher level of service by offering more services in an area where people go to buy groceries and where there are other services.

Susan Leslie, through the Chair, reiterated that people are happy with their library. She suggested that this decision needs to be public and made in tandem with the townships.

Mr. Knutsen said that it is evident that everyone in this room is passionate about libraries. In the past two years that Mr. Knutsen has been on this board he has come to understand the 87 / 13% split between the city and the county, yet this board has spent most of its time talking about one branch, Ompah. He wanted to remind everyone that, as important as every library is – rural or urban – we are dealing with the library as a system.

Mr. Knutsen continued that we inherited this system and branches. We need to look at uses and costs and look at what is important to the community. The Board is charged with figuring out how to best serve the system with the funds we have and the reality is that some parts of the system subsidize other parts of the system. All of this has to be tempered by reasonableness.

Councillor Purdon believes that we have to be fiscally responsible, however our funding partners have to be well aware of what we are trying to do with their funds. We have to communicate our plans to our funding partners. He doesn't believe we should make a decision on closing a branch without dealing with our partners ahead of time.

Ms. Aitken said that she grew up in a rural area and appreciates the concerns expressed, however we have spent a great deal of time going over this. She felt it's a matter of doing things in conjunction with our Ends statement which is reaffirmed on every agenda: *to offer all people throughout our service area ... by expending revenues in a fiscally responsible manner.* Ms. Aitken said that we have become preoccupied in the last number of months by the focused concerns specifically with Ompah branch. Each person on the board has been appointed to represent the system, not only specific branches.

2011-26 PURDON – PATTERSON

That the motion to close Ompah branch be deferred to the September 2011 Board meeting.

DEFEATED

2011-27 KENNY – AITKEN

That the 4 hours at Ompah be moved to Plevna and that the Ompah branch be closed.

CARRIED

8. INFORMATION ITEMS

8.1 Rural Strategic Investment Fund Grant in partnership with ISKA (Immigration Services Kingston and Area) presentation

This was moved ahead in the agenda to follow 4.1

8.2 Manager's Report (Manager, Systems and Technical Services)

Mr. Webb presented a PowerPoint presentation on the achievements of the Systems and Technical Services over the past year. Mr. Neill left the meeting at this time (5:45 PM).

8.3 Report on Central Elevator

This is an information report to keep the board aware of the work to be done.

8.4 Correspondence/Information Received and Sent

- 8.4.1 From a representative of the Kiwanis Music Festival, a letter dated March 18, 2011 to thank the library for allowing them to have use of the library windows for their display and for putting up their posters at three of our branches. *Replied with a letter dated April 4, 2011 to thank them for their kind words and stating that we are happy to continue our relationship with them.*
- 8.4.2 From the City of Kingston, a letter dated April 6, 2011 informing us of the remaining appointments to the Kingston Frontenac Public Library Board for the term ending November 30, 2014.

2011-28 PURDON – GATFIELD

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

CARRIED

9. MONITORING REPORTS

9.1 Communication and Counsel

9.1.1 Chief Librarian's Report

9.2 Financial Condition (1st quarter)

9.3 Treatment of Public

2011-29 PURDON – GATFIELD

That the Board accept the following Monitoring Reports:

- *Communication and Counsel*
- *Financial Condition*
- *Treatment of Public*

CARRIED

10. OTHER BUSINESS

10.1 News from Central Frontenac Township

Councillor Purdon reported that Central Frontenac council has recently held discussions regarding libraries. A motion was passed requesting that all four branches in Central Frontenac be kept open. This is what the population and what the township wants. Councillor Purdon reiterated the need to communicate in both directions.

11. NEXT MEETING DATE AND ADJOURNMENT

The Committee of the Whole Meeting scheduled for 4:30 PM, Wednesday, May 11, 2011, Delahaye Room, Central Library was cancelled.

The next regular Board Meeting will be at 4:00 PM, Wednesday, May 18, 2011, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 6:08 PM.