

**MINUTES**  
**Regular Meeting #2011-07**  
**Kingston Frontenac Public Library Board**  
**September 28, 2011 - 4:00 PM**  
**Delahaye Room, Central Library**



Present: Barbara Aitken, Paige Cousineau, Deborah Defoe (Chief Librarian/CEO), Ralph Gatfield, Wilma Kenny (Acting Chair), Erik Knutsen, Floyd Patterson, Councillor John Purdon, Monica Stewart

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

Regrets: Councillor Jim Neill, Claudette Richardson, Barbara Love (Manager, Adult Services)

**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

The agenda was accepted with the addition of *9.2 Central Frontenac*.

**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 #2011-06 held June 22, 2011**

2011-47 KNUTSEN - GATFIELD

*That the minutes of Regular Meeting #2011-06 of the Kingston Frontenac Public Library Board held June 22, 2011 be approved as circulated.*

CARRIED

**4.2 Special Meeting held August 18, 2011**

2011-48 GATFIELD – PATTERSON

*That the Minutes of the Special meeting held August 18, 2011 be approved as circulated.*

CARRIED

2011-49 KNUTSEN – GATFIELD

*That a letter of appreciation be sent to Marcel and Pam Giroux from the Board to thank them for their hospitality in hosting the luncheon during the branch bus tour in August.*

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 CEO Search Committee**

Ms. Kenny gave an overview of the RFP process and reported the Committee has met once to select a search firm from those who responded to the RFP. The search firm will be contacting stakeholders, including board members, various staff members and people in the community, to get a sense of what we are looking for in the new CEO.

Ms. Quigley reported that there are a few options on what to do if the new CEO is not hired before Ms. Defoe retires. Ms. Love as the current Deputy Chief Librarian could take on that role on an interim basis, someone could be brought in for the short-term, or Ms. Defoe could be asked if she would entertain staying on until her replacement is secured. Ms. Quigley also reported that the committee and consultant will be bringing their recommendation forward to the Board.

2011-50      PATTERSON – GATIFELD

*That the Board strike an Executive Search Committee to oversee the search process for a new CEO with the following members:*

*Claudette Richardson  
Wilma Kenny  
Barbara Aitken  
Jim Neill  
Monica Stewart  
Barbara Love*

*Shelagh Quigley will participate on the committee as a resource person.*

**CARRIED**

## **6. ACTION ITEMS**

### **6.1 Non-Union Negotiations**

2011-51      AITKEN – PURDON

*That the Board go In Camera (4:10 PM).*

**CARRIED**

Board Members, the Chief Librarian and the Recording Secretary remained in attendance during In Camera session.

2011-52      PURDON – AITKEN

*That the Board rise from In Camera (4:15 PM).*

**CARRIED**

Those who left the meeting returned at this time.

2011-53      AITKEN – PURDON

*That the Board approve amending the contract for the Permanent Non-Union Staff excluding the CEO and Pages by providing the same improvements as that agreed to in the Memorandum of Settlement with CUPE Local 2202, dated June 23, 2011.*

**CARRIED**

## **7. INFORMATION ITEMS**

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

7.1.1 To Mr. Orr, CEO, South Frontenac, a letter dated June 27, 2011 asking that the Verona project identified in the KFPL BSMP be included in the South Frontenac Township 10-year plan.

7.1.2 From the Community Foundation for Kingston and Area, a letter dated June 30, 2011 enclosing a cheque in the amount of \$2,620.28 from the Kingston Frontenac Public Library Endowment Fund.

- 7.1.3 From the Township of North Frontenac, a copy of a resolution passed on July 18, 2011, asking that the Ompah Community Library Users Group attend a meeting of the KFPL Board in the fall of 2011 to provide an update on the Ompah Community Library activities and requesting that the Ompah Library Service be reinstated.
- 7.1.4 From Somnath Sinha, a letter dated September 13, 2011 submitting his resignation from the KFPL board, with regret, as he will be moving away from Kingston.

Received since distribution of the agenda:

- 7.1.5 From the City of Kingston a letter dated September 19, 2011 informing us that budget deliberations are tentatively scheduled for November 21 – 23, 2011, asking for our budget to be submitted by October 28, 2011, also asking agencies and boards to include a detailed 2012 operating budget as well as forecasts for 2013 and 2014 in the submission and a direction to stay within a 2.5% increase.

With reference to 7.1.3, Ms. Cousineau suggested that if the Board was willing to discuss this today, she would report back to the municipality. Ms. Cousineau provided an update on the Ompah community library and reported that books, equipment, and money, and time were contributed by members of the community throughout the summer and volunteers were pleased with the results of their work over the summer. The Board received the report.

Ms. Cousineau asked if a drop-box service might be arranged for Ompah, specifically in consideration of their more elderly and less mobile clientele. Ms. Defoe explained that drop boxes, which are a separate electronic system, are not normally deployed except in anticipation of a new library branch because of the expense involved. In the case of a new branch, these costs can be integrated with the start-up costs of the new location. Ms. Defoe suggested that these patrons consider using the Books-By-Mail (BBM) shut-in service.

2011-54           AITKEN – PURDON

*That the Board receive the correspondence as listed in the Agenda, plus addeds.*

CARRIED

## **8. MONITORING REPORTS**

### **8.1 Communication and Counsel**

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

Ms. Defoe reported on the WritersFest event which was extremely well-attended. She also gave an update with respect to the Branding process which is currently underway. Small World Marketing (SWMG) has been engaged to proceed and have held a "discovery" session with people in the community to find out how the library is perceived in the community. Mr. Webb reviewed the Managers' Highlights and reported that one of our staff members, Eric Folsom, Poet Laureate, will be infusing Kingston with poetry.

### **8.2 Financial Condition (2<sup>nd</sup> quarter)**

A report was attached with the agenda.

### **8.3 Financial Planning and Budgeting**

This was deferred to the next meeting.

2011-55 PURDON – AITKEN

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

- *Communication and Counsel*
- *Financial Condition (2<sup>nd</sup> quarter)*
- *Financial Planning and Budgeting (deferred)*

CARRIED

## 9. OTHER BUSINESS

### 9.1 Date of OLA Superconference: February 1-4, 2012

Board members were encouraged to consider attending this very worthwhile conference.

### 9.2 Central Frontenac

Councillor Purdon reported that Central Frontenac has hired a new CEO, Shawn Trepanier, and the municipality will be going through a strategic planning process. After the summer branches tour, Councillor Purdon realizes the benefit of a new and purpose built library versus an adapted building and he will be asking council to take a serious look at facilities and try to come up with plan of action. Ms. Kenny was pleased to hear this and reported that the new Sydenham Library was able to come to fruition because the process had already been started and they had drawings before the grant was announced.

Councillor Purdon also reported that he has been asked to sit on the committee regarding the Multi-Use Cultural Centre in Sharbot Lake. As a first step, the committee is looking at developing a trail centre with public washrooms to connect with the K & P trail. They are looking at ways to find funding for an RFP for a design for a facility so they can present a business case.

## 10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole meeting will be held at 4:30 PM, Wednesday, October 12, 2011, Delahaye Room, Central Library

The next regular Board Meeting will be at 4:00 PM, Wednesday, October 26, 2011, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 5:05 PM.

---

Claudette Richardson, Chair

---

Mary Glenn, Recording Secretary