

MINUTES
Regular Meeting #2010-01
Kingston Frontenac Public Library Board
January 20, 2010 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Deborah Defoe (Chief Librarian/CEO), Councillor Steve Garrison, Helga Grodzinski, Wilma Kenny, Erik Knutsen, Floyd Patterson, Claudette Richardson (Chair), Councillor Vicki Schmolka, Monica Stewart, Mayor Vanden Hoek (left the meeting at 4:40 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), Chris Ridgley (Budget / HR Analyst), Shelagh Quigley (Manager, Human Resources), Lester Webb (Manager, Systems and Technical Services)
Others present: Elizabeth Goldman, Annie Wilcox (CUPE Local 2202)
Regrets: Ralph Gatfield

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:00 PM and welcomed new board member, Erik Knutsen.

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed.

3. DECLARATIONS OF CONFLICT OF INTEREST

There was no disclosure of pecuniary interest.

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2009-10 held December 16, 2009

2010-01 VANDEN HOEK - KENNY

That the minutes of Regular Meeting #2009-10 of the Kingston Frontenac Public Library Board held December 16 2009 be approved as circulated.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. ACTION ITEMS

6.1 Kilometre Rate (report)

Both the City of Kingston and the County of Frontenac have informed us that there will be no change to their rate for 2010, therefore the recommendation is to make no change to the KFPL rate.

2010-02 AITKEN – STEWART

That the Board confirm the per kilometre rate at 45 cents for 2010, and that the rate be reviewed in January 2011.

CARRIED

7. INFORMATION ITEMS

7.1 Correspondence / Information Received and Sent

- 7.1.1 From C.E.S. Franks, a letter dated December 22, 2009 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 12, 2010.
- 7.1.2 From the Ontario Library Association (OLA), a letter from the Chair of the Awards Committee, OLBA to congratulate Claudette Richardson on receiving the 2009 *James Bain Medallion Award* for Trustee of the Year.
- 7.1.3 From the Ontario Heritage Trust, a letter dated December 7, 2009 to inform us that the theme for Ontario Heritage Week 2010 which runs from February 15 to February 21, 2010, will be *Our changing landscape*.

2010-03 AITKEN – STEWART

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

CARRIED

7.2 Calvin Park Branch Outstanding Issues

Mr. Brown reported that we expect to receive the list of deficiencies from the architect shortly. The main issues are with the shelving and the roof. There are also issues with the outdoor electrical which seems to be tripping often. Also, security lights are not staying as long as they should.

Councillor Schmolka asked about after-hours lighting at Calvin Park and whether we're monitoring the overall energy consumption. With other city buildings there have been instances where some of the settings needed to be adjusted. Mr. Brown will look into this.

Several board members have heard from members of the public that the parking lot at Calvin Park is often full. Mr. Brown reported that we have ordered signs indicating that the spaces are for library patrons only and once the signs are up we will begin to monitor the situation. The number of parking spaces was determined by LEED standards and it was pointed out that in most urban centres it's difficult to have enough parking.

7.3 Rural Branches Committee Update

Ms. Kenny reported that there has not been a meeting of the Sydenham library committee since the last board meeting. The grand re-opening of Plevna branch is scheduled for Thursday, February 18 and the soft opening is scheduled for February 9.

Ms. Defoe reported that at the County council meeting where she and Ms. Ridgley presented the library budget she heard many positive comments, particularly with regards to the Cloyne branch and the changes brought about by the renovations. County Council will be making a decision regarding the budget next week. Mayor Vanden Hoek left the meeting at this time (4:40 PM).

8. MONITORING REPORTS

8.1 Communication and Counsel

8.1.1 Chief Librarian's Report

Ms. Defoe distributed information regarding the newly-appointed Minister of Tourism and Culture, Honourable Michael Chan.

Ms. Defoe was pleased to report that there has been an 11% increase in circulation over the past year.

Ms. Love reviewed the managers' highlights. She spoke of the rise in popularity of e-resources and said that we will be looking at adding those statistics to the report which goes to the board. Recently there has been a lot of interest in memberships from people outside our catchment area who want to access our e-resources. It was suggested that if this becomes a trend we may want to review our yearly membership fee.

8.2 Emergency Executive Succession

2010-04 KENNY – STEWART

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

- *Communication and Counsel*
- *Emergency Executive Succession*

CARRIED

9. OTHER BUSINESS

There was no other business.

10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at 4:00 PM, Wednesday, February 3, 2010, Delahaye Room, Central Library.

The next regular Board Meeting will be at 4:00 PM, Wednesday, February 17, 2010, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 4:55 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary