

MINUTES
Regular Meeting #2010-02
Kingston Frontenac Public Library Board
February 17, 2010 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Deborah Defoe (Chief Librarian/CEO), Councillor Steve Garrison (arrived at 4:15 PM), Wilma Kenny, Floyd Patterson, Claudette Richardson (Chair), Councillor Vicki Schmolka, Monica Stewart, Mayor Vanden Hoek

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

Others present: Annie Wilcox (CUPE Local 2202)

Regrets: Ralph Gatfield, Helga Grodzinski, Erik Knutsen

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 was no disclosure of pecuniary interest.

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2010-01 held January 20, 2010

2010-05 KENNY – STEWART

That the minutes of Regular Meeting #2010-01 of the Kingston Frontenac Public Library Board held January 20, 2010 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting #2010-01 held February 3, 2010

2010-06 KENNY – STEWART

That the minutes of the Committee of the Whole Meeting held February 3, 2010 be confirmed.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. ACTION ITEMS

There were no action items.

7. INFORMATION ITEMS

7.1 *Correspondence / Information Received and Sent*

There was no correspondence to report on.

7.2 *Calvin Park Branch Outstanding Issues*

Mr. Brown reported that we have received a list of deficiencies from the architect. A meeting was held last Friday with the president and the general manager of the shelving contractor where they stated their commitment to finish the outstanding work and hoped to have everything completed within the next few weeks. Once the shelving work is completed, the general contractor will be in finish their work. Mr. Brown believes this will take about 6 weeks and should take care of the deficiencies. Mr. Brown reported that we working through warranty items as they come up.

With regards to the roof leaks, the architect reported that the roof is covered under the manufacturer's warranty and they are looking at ways to resolve any problems.

Some of the parking issues with patrons of the YMCA parking at the library seem to have been resolved with the signs that have been posted. In addition, there had been a staffing change at the YMCA and it seems their administration was not aware that we had terminated the parking lease agreement we had with them. Councillor Garrison arrived at this time (4:15 PM).

7.3 *Rural Branches Committee Update*

The soft opening of Plevna branch took place last week, with the official opening taking place tomorrow. We expect all 32 students from the local school to attend the opening.

Regarding the Sydenham library project, the tenders for the building contractor have gone before the County for approval. Ms. Kenny reported that a decision was made to not pursue LEED certification because of the cost involved. Rather, those funds will go toward implementing energy efficient methods, although it will be without official certification.

8. MONITORING REPORTS

8.1 *Communication and Counsel*

8.1.1 Chief Librarian's Report

Ms. Love reported that the Central library revitalization project is about three quarters of the way through and she wanted to thank staff, in particular pages, who have been extremely helpful. Book lockers have been installed at Calvin Park Library, offering 24 / 7 service, however we haven't advertised yet. So far five people have tried it and it seems to be going well.

8.2 Staff Relations

8.3 Financial Condition (year-end)

Ms. Defoe reported that there is a slight deficit which may change once the audit has been completed.

2010-07 STEWART – KENNY

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

- *Communication and Counsel*
- *Staff Relations*
- *Financial Condition (year end)*

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, March 10, 2010, Delahaye Room, Central Library.

The Annual General Meeting will be held at 4:00 PM, Wednesday, March 24, 2010, Delahaye Room, Central Library, followed by the regular Board Meeting.

There being no further business, the meeting was adjourned at 4:50 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary