

MINUTES
Regular Meeting #2010-04
Kingston Frontenac Public Library Board
April 28, 2010 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Deborah Defoe (Chief Librarian/CEO), Wilma Kenny, Floyd Patterson, Claudette Richardson (Chair), Monica Stewart, Ralph Gatfield, Councillor Steve Garrison, 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) Shelagh Quigley (Manager, Human Resources), Chris Ridgley (Budget / HR Analyst), Lester Webb (Manager, Systems and Technical Services)

Others present: Anne Hall (staff)

Regrets: Helga Grodzinski, Erik Knutsen, Councillor Vicki Schmolka

1. CALL TO ORDER

The meeting was called to order at 4:00 PM. Ms. Hall was introduced and welcomed to the meeting. Ms. Defoe reported that one staff member will be attending the board meeting each month to give staff an opportunity for professional development. Ms. Defoe will be providing the staff member with an orientation prior to the board meeting.

2. ADOPTION OF THE AGENDA

The agenda was accepted with the addition of 6.3 *Access to Information* (motion) and 7.4 *SOLS Trustee Council 6 Report*.

3. DECLARATIONS OF CONFLICT OF INTEREST

There was no declaration of conflict of interest.

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2010-03 held March 24, 2010

2010-20 KENNY – GATFIELD

That the minutes of Regular Meeting #2010-03 of the Kingston Frontenac Public Library Board held March 24, 2010 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting #2010-03 held April 14, 2010

2010-21 GATFIELD - KENNY

That the minutes of the Committee of the Whole Meeting held April 14, 2010 be confirmed.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. ACTION ITEMS

6.1 Page Wages (report attached)

2010-22 PATTERSON - GATFIELD

1. That the 10% above minimum wage be attained over 2 years
2. The Page wages be adjusted according to the following table:

MIN WAGE	DATE	START	JOB RATE 12 MONTHS	% INCREASE
\$8.00	2007	\$8.50	\$8.80	
\$8.75	April 1, 2008	\$9.35	\$9.65	
\$9.50	2009	\$10.05	\$10.45	
\$10.25	Current 2010	\$10.90	\$11.30	
\$11.00	April 1, 2011	\$11.35	\$11.75	3.98
\$11.00	April 1, 2012	\$11.70	\$12.10	2.98

3. For the purpose of wage progression, Pages hired between the period of January 1 and June 30 shall be considered to be hired on January 1 and January 1 shall be used as the date of progression through the grid. Pages hired between the period of July 1 and December 31 shall be considered to be hired on July 1 and July 1 shall be used as the date of progression through the grid.
4. The Board shall review the Page Wage Rate at least once per Board term.

CARRIED

6.2 Statement of Principles

2010-23 PATTERSON – GATFIELD

That the Board accept the Statement of Principles for the Branch Services Master Plan (BSMP)

Statement of Principles

1. The Library Board recognizes that the sustainability of the entire library system is dependent on balancing the resources that are allocated to services, collections, staff, and facilities in a fiscally responsible manner.
2. The Library Board is committed to service standards as established by the international library community.
3. Library service delivery should be responsive to the varied needs of individual communities.
4. Library service delivery should continually evolve to accommodate the changing demands of users, and new service models that may not necessarily rely on physical space.
5. Library branches should act as community meeting places and should be flexible facilities that provide unique spaces within each branch to support a wide variety of services and programs.
6. Library branches should be designed so as to promote staff efficiency and effectiveness and ensure the safety of staff and patrons.
7. Library branches must meet provincial and municipal building accessibility requirements.
8. The Library Board is committed to sustainable building design principles.
9. The Library Board is committed to cooperating, communicating, and consulting with both municipal funding partners.

CARRIED

6.3 Access to Information

Ms. Defoe reported that we have engaged 8020Info Services to carry out a community consultation in connection with our strategic plan. They would like to contact library users and hope to address specific groups, for example, one group they would like to interview are "lapsed" users.

In order to do this we would have to supply them with information from our database and because of patron privacy this information can only be shared upon approval by motion by the Board.

2010-24 GATFIELD - PATTERSON

WHEREAS the KFPL Patron Privacy Policy states that the addresses and phone numbers of library users stored in the patron database may only be used upon appropriate motion of the KFPL Board, and

WHEREAS 8020 Info, Inc has been engaged to proceed with Community Consultations on behalf of the library, and as part of their research they wish to interview various user groups, and

WHEREAS the research purpose for which the disclosure is to be made can not be reasonably accomplished unless the information is provided, and

WHEREAS 8020 Info, Inc has agreed to comply with the conditions relating to security and confidentiality prescribed by the regulation to the MFIPA

THEREFORE BE IT RESOLVED THAT the Library Board authorize the Chief Librarian to provide a list of phone numbers and/or e-mails of user groups as required by 8020 Info, Inc.

CARRIED

7. INFORMATION ITEMS

7.1 Correspondence / Information Received and Sent

- 7.1.1 From Mayor Harvey Rosen, a letter of congratulations to Claudette Richardson on winning the James Bain Medallion at the Ontario Library Association Super Conference, dated March 9, 2010.

Received / Sent since distribution of the agenda:

- 7.1.2 To the General Manager of Ven-Rez Products, a letter from the Board chair dated April 20, 2010 asking if he would be willing to donate shelving for the Children's area at Kingscourt Branch.
- 7.1.3 From a library patron, a letter to the Chair suggesting we look at keeping Central Library open until 8 PM on Friday nights.

With respect to 7.1.3, Ms. Defoe explained that years ago Central Library was kept open on Friday nights, however there were not enough people coming through the door to justify it.

2010-25 KENNY - PATTERSON

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

CARRIED

7.2 Calvin Park Branch Outstanding Issues

Mr. Brown reported that there are a few minor issues that are being dealt with and the landscaper will be doing a seasonal inspection to see if anything needs replacing.

7.3 Rural Branches Committee

Ms. Kenny reported on the meeting which took place just prior to the board meeting. The committee addressed the issue which was referred from the Board regarding the request from Ompah Branch users to have Ompah branch hours reinstated. Ms. Kenny reported that the recommendation from the Committee is to keep the hours as they stand on a one year trial and then re-assess things. At the meeting, it was reiterated that the tight budget is an issue.

Ms. Kenny gave an update regarding the Sydenham library. The fundraising pamphlet has been printed and the ground breaking ceremony on Monday was well-attended. She announced that the contract was awarded to Emmons and Mitchell which was the lowest bid but is over budget by \$40,000. Ms. Kenny also reported that County council approved the library portion of the budget.

7.4 SOLS Trustee Council 6 Report

Ms. Richardson attended a meeting in Belleville on Saturday. Funding continues to be a concern. SOLS offers many services including ILLO (Inter Library Loan) and training.

8. MONITORING REPORTS

8.1 Communication and Counsel

8.1.1 Chief Librarian's Report

Ms. Defoe reported that a meeting was held with representatives from the City finance department, in consultation with the city CEO (by telephone conference) regarding the accumulated deficit of approximately \$60,000 that the library has accumulated over the last two or three years. Because we still have money coming in from development charges for the Calvin Park collection, we have proposed to reduce our regular collection budget this year to help pay down the deficit.

Ms. Defoe will find out if there is still an issue with people other than library patrons parking at Calvin Park branch.

8.2 Financial Condition (1st quarter)

2010-26 KENNY – GATFIELD

The funds from the Parking Garage Reserve be applied to the parking garage / sprinkler system renovation project.

CARRIED

8.3 Treatment of Public

2010-27 PATTERSON – GATFIELD

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

- *Communication and Counsel*
- *Financial Condition (1st quarter)*
- *Treatment of Public*

CARRIED

9. OTHER BUSINESS

Ms. Love and Ms. Enright will report at the next board meeting on the PLA conference they attended.

10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at 4:00 PM, Wednesday, May 12, 2010, Delahaye Room, Central Library.

The next regular meeting will be held at 4:00 PM, Wednesday, May 26, 2010, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 5:30 PM.