

MINUTES
Regular Meeting #2010-06
Kingston Frontenac Public Library Board
June 23, 2010 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Deborah Defoe (Chief Librarian/CEO), Helga Grodzinski, Wilma Kenny, Floyd Patterson, Claudette Richardson (Chair), Councillor Vicki Schmolka, Monica Stewart (arrived at 4:40 PM), Ralph Gatfield, Councillor Steve Garrison (arrived at 4:05 PM) Mayor Vanden Hoek (arrived at 4:10 PM)
Staff Present: Doug Brown (Manager, Facilities), 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: Laura Carter (staff), Emma Bell (CUPE Local 2202), Paige Cousineau, John Walters (members of the public)
Regrets: Erik Knutsen, Patricia Enright (Manager, Children's/Youth Services and Rural Branches)

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 with the addition of *7.3 Workplace Harassment Policy and Program* and *7.4 SOLS Meeting Update*.

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 #2010-05 held May 26, 2010

2010-38 GATFIELD - KENNY

That the minutes of Regular Meeting #2010-05 of the Kingston Frontenac Public Library Board held May 26, 2010 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting #2010-05 held June 9, 2010

2010-39 KENNY – GATFIELD

That the minutes of the Committee of the Whole Meeting held June 9, 2010 be confirmed.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes. Councillor Garrison arrived at this time (4:05 PM). He declared a conflict of interest with respect to 6.1 and left the room when the motion was put forward.

6. ACTION ITEMS

6.1 Library Board Representative to the Kingston Literacy Board

2010-40 GATFIELD - KENNY

To appoint Caitlin Fralick to be the KFPL representative on the Kingston Literacy Board.

CARRIED

6.2 Legacy Committee

2010-41 PATTERSON – GRODZINSKI

That the Board strike an ad hoc Legacy Committee. (Claudette Richardson, Wilma Kenny, Monica Stewart, Deborah Defoe)

CARRIED

Mayor Vanden Hoek arrived at this time (4:10 PM).

6.3 Branch Services Master Plan Committee

2010-42 GRODZINSKI – PATTERSON

That the Board strike an ad hoc Branch Services Master Plan Committee with the following members:

- 1) *Erik Knutsen*
- 2) *Claudette Richardson*
- 3) *Floyd Patterson*
- 4) *Wilma Kenny*

CARRIED

Update: Monica Stewart will also sit on the Committee.

6.4 Branch Services Master Plan: Branch Profiles

The branch profiles were distributed to each board member by email prior to the meeting. Board members were asked to forward their comments for discussion at the BSMP committee meeting.

7. INFORMATION ITEMS

7.1 Correspondence / Information Received and Sent

- 7.1.1 From Kingston Literacy, a letter to thank KFPL for our interest and support, and to congratulate us on winning the Grate Groan-Up Spelling Bee.
- 7.1.2 From the Community Foundation for Kingston and Area, a letter dated May 28, 2010 enclosing our annual fund statement for the KFPL Endowment Fund for the year ending December 31, 2009. *(as requested at the meeting, a copy of the letter was distributed to each board member by email)*

2010-43 PATTERSON – GRODZINSKI

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

CARRIED

7.2 Rural Branches Committee

There was nothing to report on.

7.3 Workplace Harassment Policy and Program

It was noted that Section 6.5 addresses complaints involving the Chief Librarian, member of the Library Board or a member of Council, however the policy does not address complaints involving a manager. It was proposed that the policy be amended to address this. A copy of the page with the proposed changes was distributed at the meeting.

2010-44 SCHMOLKA – GARRISON

That section 6.5 of the Workplace harassment policy be amended, as proposed.

CARRIED

7.4 SOLS meeting update

Ms. Richardson was not able to attend the last SOLS meeting but reported that SOLS and OLS North received funding for electronic resources for small and remote libraries. Mayor Vanden Hoek added that the Eastern Ontario Regional Network (EORN) is a large initiative to provide broadband to areas in rural eastern Ontario.

8. MONITORING REPORTS

8.1 Communication and Counsel

8.1.1 Chief Librarian's Report

Ms. Defoe reported that according to comments from staff, the All Staff Development day held last week was the most successful yet.

Ms. Love reported on the highlights. Writersfest will take place September 22-26 and the committee has lined up over 50 authors for the event. The names of the authors will be announced on August 12 at the launch. Ms. Stewart arrived at this time (4:40 PM).

8.2 Access to Facilities and Maintenance

2010-45 GATFIELD – KENNY

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

- *Communication and Counsel*
- *Access to Facilities and Maintenance*

CARRIED

8.3 Asset Protection: Audit

The audited statement has not yet been received.

9. OTHER BUSINESS

9.1 Summer Bus Tour of Branches

This will be held on Wednesday, July 21, 2010.

10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at 4:00 PM, Wednesday, September 8, 2010, Delahaye Room, Central Library. The next regular meeting will be held at 4:00 PM, Wednesday, September 22, 2010, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 4:45 PM.