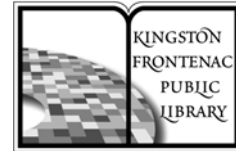


MINUTES
Regular Meeting #2010-08
Kingston Frontenac Public Library Board
October 27, 2010 - 4:00 PM
Delahaye Room, Central Library



Present: Deborah Defoe (Chief Librarian/CEO), Helga Grodzinski, Wilma Kenny, Erik Knutsen, Floyd Patterson, Claudette Richardson (Chair), Ralph Gatfield

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)

Guest: Elizabeth Bowes

Regrets: Barbara Aitken, Councillor Vicki Schmolka, Monica Stewart, Mayor Vanden Hoek

1. CALL TO ORDER

The meeting was called to order at 4:05 PM.

Ms. Bowes was in town and dropped in to say how delighted she was with her visit to Calvin Park branch. She noticed that many finishing touches have been completed since she left Kingston, and the branch looks rich and lovely. Ms. Bowes also commented on the renovations at Central library which make it look more inviting and accessible.

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed.

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 #2010-07 held September 22, 2010

2010-52 GRODZINSKI - PATTERSON

That the minutes of Regular Meeting #2010-07 of the Kingston Frontenac Public Library Board held September 22, 2010 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting #2010-06 held October 13, 2010

2010-53 KENNY - PATTERSON

That the minutes of the Committee of the Whole Meeting held October 13, 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

- 7.1.1 From the City of Kingston, a letter dated September 22, 2010 confirming that the City proclaimed the month of October 2010 as Ontario Public Library Month 2010.
- 7.1.2 From the County of Frontenac, a letter dated September 24, 2010 confirming that the County proclaimed the month of October 2010 as Ontario Public Library Month 2010.
- 7.1.3 From Writersfest, a card to thank the library for its support of Kingston WritersFest.
- 7.1.4 From the Chair of the Ontario Genealogical Society, Kingston Branch, a letter dated October 16, 2010 to express their appreciation for services provided by KFPL, enclosing a donation of \$500.00. *Responded with a letter of appreciation for their generosity, dated October 19, 2010.*
- 7.1.5 To Ompah Library, a letter dated October 19 responding to correspondence regarding the hours at Ompah and books with a 2-week lending term.
- 7.1.6 From the CEO of North Frontenac, an email forwarding information that went to Council on September 9 regarding the Ompah Hall Task Force.

2010-54 PATTERSON – KENNY

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

CARRIED

7.2 Rural Branches Committee

Mr. Brown gave an update on the mould situation at Mountain Grove branch and reported that the Township has had a further study carried out and they are continuing with remedial work. The report finds that there is no immediate risk. Councillor Garrison arrived at this time (4:15 PM).

Ms. Enright was pleased to announce that we have been approved for a Trillium Grant. Plans are to begin with improvements to Storrington Branch and Wolfe Island branch. Ms. Kenny added that work on the new Sydenham library is moving along.

Ms. Kenny and Mr. Knutsen reported on the joint meeting of the Rural Branches Committee and the Branch Services Master Plan (BSMP) Committee held on October 14. The two committees met following the last board meeting where it was recommended that the Executive Summary of the Branch Services Master Plan be modified to emphasize the value of libraries. At the joint meeting a decision was made to jazz up the report by designing a double-sided snapshot of the library, using colour and graphics. This was distributed at the board meeting and accepted by consensus. The next step will be to set up a meeting with the CAO of the County, the Chief Librarian, and the Chair of both committees. The CAO will be asked for feedback regarding the document before distributing it further.

Ms. Grodzinski reported that she was met with disbelief at a meeting where she made reference to the user survey and the high number of people who have used the public library in the last year. It was felt that it would be worthwhile to quote the source of this data in the document.

8. MONITORING REPORTS

8.1 *Communication and Counsel*

8.1.1 Chief Librarian's Report

Ms. Enright reviewed the Managers' Highlights. She was very pleased to report on the success of the TAG (Teen Advisory Group) and on some of their activities.

Ms. Defoe reported that staff have been working on getting a package and presentation together for city councillors to show them how the library can help them in their role as councillor. Councillor Garrison suggested that, because new councillors are inundated when they first begin their term, it might be a good idea to arrange another presentation a few months from now. He quoted another councillor who often said that councillors need their own research staff. The library can fill that role.

8.2 *Financial Condition (3rd quarter)*

Ms. Defoe and Ms. Ridgley reviewed the statement included in the agenda.

2010-55 GATFIELD – PATTERSON

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

- *Communication and Counsel*
- *Financial Condition (3rd quarter)*

CARRIED

8.3 *Financial Planning and Budgeting*

The draft 2011 budget and corresponding report was distributed at the meeting. This represents an overall increase of 5%. Ms. Defoe explained that we have been over budget the past few years which is reflected in this budget. In order to keep the increase as low as possible, cuts were made to several areas including a cut to the hiring of co-op students from the University of Western Ontario, which has been very beneficial to us in the past.

Mr. Gatfield brought up the issue of Ompah hours in relation to the budget process. This came up at the May 2010 Library Board meeting at which time it was suggested that this be brought forward during budget deliberations. Discussion ensued and it was pointed out that additional hours at Ompah would impact the overall budget, not only the county budget. There are many other rural branches that are busy where we would like to open more hours but are not able to due to budget restrictions.

2010-56 GATFIELD – PATTERSON

That the Ompah branch be opened an additional two hours per week.

DEFEATED

Further discussion took place regarding the budget. Several board members expressed concern with submitting the budget as presented today because it is a bare bones budget and it would be difficult to make further cuts if asked to. It was also suggested that this would be a good time to refer to the 8020 user survey report.

Ms. Grodzinski said that she would like to see the intern position from UWO included in the budget. Board members commented on the value of the intern and the importance of succession planning and supported including this in the budget.

2010-57 KNUTSEN – GARRISON

That the cost of the library intern be reinstated in the draft 2011 budget.

CARRIED

Mr. Gatfield and Ms. Grodzinski agreed to the friendly amendment to the motion to amend the budget as presented.

2010-58 GATFIELD – GRODZINSKI

That the Board accept the draft 2011 Budget as amended at the Board meeting.

CARRIED

Ms. Defoe and Ms. Ridgley will be meeting with the City Treasurer in the next few weeks to present the budget and get direction on the next step. Following that meeting, the budget will be brought back to the Board for approval before submitting it to the City and the County.

9. OTHER BUSINESS

9.1 Chief Librarian Evaluation Form

Ms. Richardson reminded everyone to return the form which was distributed earlier.

10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at 4:00 PM, Wednesday, November 10, 2010, Delahaye Room, Central Library.

The next regular meeting will be held at 4:00 PM, Wednesday, November 24, 2010, Delahaye Room, Central Library.

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

Claudette Richardson, Chair

Mary Glenn, Recording Secretary