

MINUTES
Regular Meeting #2011-02
Kingston Frontenac Public Library Board
February 23, 2011 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Paige Cousineau, Deborah Defoe (Chief Librarian/CEO), Councillor Jim Neill, Floyd Patterson, Councillor John Purdon, Claudette Richardson, Monica Stewart

Staff Present: Doug Brown (Manager, Facilities), Patricia Enright (Recorder, and 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)

Regrets: Wilma Kenny, Erik Knutsen

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:05 PM.

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 #2011-01 held January 26, 2011

2011-07 PURDON - AITKEN

That the minutes of Regular Meeting #2011-01 of the Kingston Frontenac Public Library Board held January 26, 2011 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting held February 9, 2011

2011-08 AITKEN – STEWART

That the Minutes of Committee of the Whole Meeting held February 9, 2011 be confirmed.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

Ms. Cousineau reported that at one of the sessions she attended at the OLA conference, Mr. Haycock, one of the presenters, suggested that the library look at preparing a break down of the budget in relation to the strategic directions. Ms. Defoe said that this is something that we can look at preparing, for information only. She explained that the format of the budget itself is predicated by the funding partner.

6. ACTION ITEMS

6.1 Motion to amend the Constitution to reflect a change to the list of community organizations under 4.6.

2011-09 AITKEN – STEWART

As submitted at the January 26, 2011 Board meeting, that the constitution be amended to reflect a change to the list of community organizations under 4.6:

- VIK (Volunteer and Information Kingston) (deleted)
- Kingston Literacy & Skills Board

CARRIED

6.2 Motion to Appoint a Staff Member to the Kingston Literacy & Skills Board

2011-10 AITKEN – STEWART

That Laura Carter be appointed as the KFPL representative on the Kingston Literacy & Skills Board.

CARRIED

6.3 Negotiations Committee

Ms. Richardson offered to let her name stand, as has Ms. Kenny. Ms. Cousineau offered to be on call as an alternate member if needed. Ms. Quigley explained that continuity is important during negotiations. Mr. Patterson questioned why board members are even involved as he feels it encroaches on the executive responsibility under the Carver governance model. Ms. Stewart concurred with Mr. Patterson. She suggested that we continue as we have been doing for this round of negotiations but that this should be brought to a future board meeting for discussion before the next round of negotiations. Mr. Neill suggested that it might be helpful to give new board members a quick overview of what's expected during negotiations, i.e. the board speaks with one voice.

Regarding the term of the agreement, Ms. Quigley reported that it is currently three years but this is something that is subject to negotiation. Councillor Purdon felt it would make sense to negotiate for a 4-year term to coincide with the length of the term of the library board. Ms. Cousineau suggested that if a longer term was not achieved, it might be prudent to spread the expertise and have a new person on the committee during the next round.

It was confirmed that before the next round of negotiations, the question of whether or not to continue having board representation on the committee will be brought forward for discussion.

2011-11 AITKEN - PURDON

That the Board strike a Negotiations Committee as follows:

Manager of Human Resources

Chief Librarian

One Manager

Two Board Members (Claudette Richardson, Wilma Kenny)

CARRIED

7. INFORMATION ITEMS

7.1 Correspondence / Information Received and Sent

- 7.1.1 From the City of Kingston, a letter dated February 2, 2011 informing us of the appointments to the Kingston Frontenac Public Library Board for the term ending November 30, 2014 made on January 18, 2011.

- 7.1.2 From the City of Kingston, a letter dated February 2, 2011 advising that Councillor Liz Schell has resigned from the library board.
- 7.1.3 From CUPE, a letter dated February 7, 2011 advising that the union is filing notice to amend the collective agreement.
- 7.1.4 From Marilyn Simonds, Artistic Director of the Kingston WritersFest committee, a letter dated February 14, 2011 to reaffirm their partnership with the Kingston Frontenac Public Library and to express her appreciation for the support and resources provided by KFPL.

Received since distribution of the agenda:

- 7.1.5 From Southern Ontario Library Service (SOLS) a letter dated December 17, 2010 to inform us that our application to the Education Fund was not approved.
- 7.1.6 From Southern Ontario Library Service (SOLS) a letter dated December 12, 2010 asking KFPL to appoint a member to the area Trustee Council.
- 7.1.7 From the City of Kingston, a letter dated February 16, 2011 to inform us that the motion to approve the number of councillor appointments to the Kingston Frontenac Public Library be reduced to one member, and the number of public appointments be increased by one member, was passed.

Regarding 7.1.7, Ms. Defoe explained that the Public Library Act states that the majority of people on the library board shall be made up of members of the public.

2011-12 PURDON – AITKEN

That the Board receive the correspondence as listed in the Agenda plus the three additions.

CARRIED

8. MONITORING REPORTS

8.1 *Communication and Counsel*

8.1.1 Chief Librarian's Report

Ms. Love reviewed the managers' highlights. During the past few months there have been several staff changes. Ms. Stewart wonders if there is a general trend, because she sees our library as doing well in terms of innovation and winning awards. Mr. Webb confirmed that for the most part, staff have moved on to better opportunities. Ms. Love further explained that this seems to be a generational trend, with young librarians moving on to better opportunities. Mr. Neill feels that this is a good indication of the learning opportunities and the experience that staff gain at KPFL. When he attends the OLA conference, he often hears about the value of the expertise of KFPL within the greater library community.

With respect to the statistics, it was explained that the number of library visits is tracked only at the four branches that have security gates. When the new Sydenham library is built, we will have a gate count for that branch.

8.2 *Staff Relations*

Further to Ms. Cousineau's question regarding exit interviews, Ms. Quigley reported that we have been holding them for some time. Ms. Cousineau asked if board members could get a report on the staff turnaround since November, and if they could get a copy or summary of the exit interviews. Ms. Cousineau understands that confidentiality needs to be respected, however she would like to get the information in one form or another. She felt that it would serve the same purpose as the customer satisfaction survey and would allow board members to see what the trends were. Ms. Cousineau asked if, at the next board meeting, staff could make a suggestion on how the board could get that kind of information.

Ms. Quigley expressed concerns with confidentiality through the exit process, particularly if it will take place in a public format, and she would not want to see this become a barrier to the exit interview which is voluntary. When you have a small number of people leaving, the person becomes more identifiable.

Ms. Cousineau said that, still, she would like to hear suggestions on how to get more information to explain why people are leaving. Mr. Neill said that the Board follows the Carver model of governance and that this discussion was starting to make him feel awkward. He said that it is not up to an individual member to make such a request, but rather it should be put to a motion.

Ms. Quigley suggested that she could find out what other libraries who use Carver do. Ms. Aitken echoed concerns with the discussion and the request for more information, as this is a task of the CEO and senior staff, and she feels that the Board should not tread further.

Ms. Defoe suggested that because this Board reviews the report format on a regular basis, this is something that could be discussed when the report format for *Staff Relations* is up for discussion, at which time a motion could be brought forward to amend the policy.

8.3 Financial Condition (year end)

Ms. Ridgley explained that the report which was distributed is still a draft and has not yet been audited. She explained that most lines which are over budget are offset by revenue (SOLS, FOL, etc). Ms. Ridgley reported that salaries are 3% over budget, which was expected and which we are working on for 2011.

2011-13 PURDON – AITKEN

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

9.1 OLA (Ontario Library Association) Super Conference Round Table

Ms. Aitken, Ms. Cousineau, Ms. Kenny, Mr. Patterson, Ms. Richardson and Ms. Stewart attended the SuperConference, as well as Deborah Defoe, Barbara Love, and Lester Webb. It was reported that it was an excellent conference and the Board members who attended gave a brief report on the sessions they attended. Most of the presentations and sessions are posted online and can be accessed through the conference website.

10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at **4:30 PM**, Wednesday, March 9, 2011, Delahaye Room, Central Library.

The Annual General Meeting will be held at 4:00 PM, Wednesday, March 23, 2011, Delahaye Room, Central Library. The regular Board meeting will follow.

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