

**MINUTES**  
**Regular Meeting #2011-05**  
**Kingston Frontenac Public Library Board**  
**May 18, 2011 - 4:00 PM**  
**Delahaye Room, Central Library**



Present: Barbara Aitken, Paige Cousineau, Deborah Defoe (Chief Librarian/CEO), Wilma Kenny (arrived at 5:10 PM), Councillor Jim Neill (left at 5:55 PM), Floyd Patterson, Councillor John Purdon, Claudette Richardson, Somnath Sinha, Monica Stewart

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), Lester Webb (Manager, Systems and Technical Services)

Others present: Janice Arthur (Ompah resident)

Regrets: Ralph Gatfield, Erik Knutsen, Shelagh Quigley (Manager, Human Resources)

**1. CALL TO ORDER**

Ms. Richardson called the meeting to order at 4:00 PM.

**2. ADOPTION OF THE AGENDA**

The agenda was accepted with the addition of *5.2 Ompah Branch*, and *7.1.4 Correspondence from Frontenac County Council*.

**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 #2011-04 held April 27, 2011**

2011-30 SINHA - PURDON

*That the minutes of Regular Meeting #2011-04 of the Kingston Frontenac Public Library Board held April 27, 2011 be approved as circulated.*

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Communications Plan**

A report will be coming forward at the next Board meeting.

**5.2 Ompah Branch**

Councillor Purdon reiterated his concerns regarding communication and asked how the information regarding the closure of Ompah branch was getting out. Ms. Richardson reported that the County was informed via email and that North Frontenac was informed of the decision and were told that after the minutes were accepted that a letter would follow. In addition, a press release regarding the closure will be sent out shortly. Ms. Aitken said that she believes it would be customary for the board to wait until the minutes have been considered and passed before sending a formal letter.

Ms. Defoe explained further, that as the motion didn't stipulate when the closing would take effect, we normally give 4 weeks notification for closings which is how the closing date of May 29 was arrived at.

Councillor Neill added that the Ompah discussion has gone on for quite a while even going back to over five years ago when he was Chair of the Board, and the decision was not made in a vacuum. One thing we might take from this experience is to come up with a process or a protocol for communication and consultation in the future.

2011-31 NEILL – AITKEN

*Be it resolved that in future any decision to consider consolidation or closure of a branch shall include a public meeting process in the affected community.*

CARRIED

## 6. ACTION ITEMS

### 6.1 **Review of Recommendations from the Branch Services Review (BSR) / Branch Services Master Plan (BSMP)** (report)

Ms. Defoe explained that with respect to projects, we have more direct input into what goes in to the City capital budget. Councillor Purdon said that with respect to the two documents referred to in the report, he has concluded that the BSR, 2004 can't be changed as that is a consultant's report although we don't have to implement the recommendations, however, he felt that we should be able to re-open the BSMP.

Councillor Purdon believes that we need two motions rather than one to address the Pittsburgh and the Verona proposals because they involve two different funding authorities. He added that he hasn't heard anything in the past few years with regards to a new branch in Verona. Ms. Defoe reported that it was Wayne Orr, CAO of South Frontenac who recommended that the first steps towards building a branch in Verona would be to include it in the 10-year capital plan.

Councillor Neill questioned the rationale that prioritizes Pittsburgh branch ahead of the north Kingston area. Additionally, he proposed that when looking at the Kingscourt branch it might make more sense to consider the Rideau Heights area. Ms. Defoe suggested that providing library services in North Kingston will require some thought and might take a different form such as a storefront or something mobile and that what we provide might not be typical library services. In London UK they have successfully implemented a new library concept in the form of an "idea store". Councillor Neill believes this would be a good opportunity to partner with the City of Kingston with respect to its community cultural plan.

2011-32 AITKEN – PATTERSON

*That the Pittsburgh project identified in the Branch Services Master Plan be included in the City of Kingston 10-year Capital Plan*

CARRIED

2011-33 AITKEN – PATTERSON

*That staff request that the Verona project identified in the Branch Services Master Plan be included in the South Frontenac 10-year Capital Plan.*

CARRIED

Ms. Cousineau brought forward a motion which was seconded by Councillor Purdon.

2011-34 COUSINEAU– PURDON

*In light of the motions received from Central and North Frontenac Townships, and the Board's stated intention (B of 2010, pl) taking a pro-active approach to "Building our Future" together with our municipal partners" and its adopted guiding principles #3, 4, 9 and 10, it is clear that the recommendations to close branches in Central and North Frontenac are at this point in time directly contrary to the stated needs and requirements of these two townships.*

*Therefore, it is moved that the decision to approve the Recommendations of the BSR / BSMP be deferred until such time as we have had the concurrence of the rural townships with the Library's recommendations.*

*Secondly, it is moved that members of the Board meet systematically with the rural townships and the County to accomplish this as expeditiously as possible.*

#### MOTION WITHDRAWN

Discussion ensued. Ms. Cousineau said that she brought this motion forward to suggest that the Board take a pro-active approach. The recommendations from the reports include closing four more branches, however we have resolutions from North Frontenac and Central Frontenac townships asking that the branches remain open.

Councillor Neill reported that the Library Act makes the Board an autonomous body and that the funding partners do not earmark funding. He agrees that there should be a more public process with respect to communications and making decisions, but he would have difficulty supporting the motion as it is written because it would suggest that the municipality's elected officials have an undue voice on the decisions we make around this table. Councillor Neill referred to the Carver model which provides for opportunities to implement an ongoing process. He said that even if this motion was passed, he doesn't know how the board could make it actionable.

Ms. Cousineau was open to a friendly amendment. What she is looking for is to have the board take a pro-active approach with respect to consulting and listen to what our ownership is asking us to do. Discussion took place with regards to how information is currently reported to the municipalities. In the past, Ms. Defoe was invited on a yearly basis to speak at a County meeting however it's been a few years since she's received an invitation. Ms. Defoe reported that she has had meetings with the CAO of the county but not with elected officials, and that she met with the CAO of the County last fall to present the BSMP. Ms. Kenny arrived at this time (5:10 PM).

2011-35 COUSINEAU– PURDON

*Motion to withdraw motion # 2011-34*

CARRIED

Councillor Purdon commented on *Recommendation 16, Priority 8* regarding the recommendation to close Arden and Parham when the new Sharbot Lake branch has opened. He reiterated Central Frontenac's position in wanting to keep all four of their branches open and said that based on that principle he would not support a new Sharbot Lake branch.

## 7. INFORMATION ITEMS

### 7.1 Correspondence / Information Received and Sent

- 7.1.1 From the Corporation of the Township of Central Frontenac, a letter dated April 29, 2011 advising that a resolution was passed on April 26, 2011 to advise KFPL that their township wishes to maintain public library facilities in the communities of Arden, Mountain Grove, Sharbot Lake and Parham.
- 7.1.2 To Council Support, City of Kingston, a letter dated May 2, 2011 enclosing a copy of the KFPL 2010 Annual Report for each councillor, asking if we could attend a council meeting to make a presentation to share some of those highlights, as well as good news regarding achieving Gold LEED certification at the Calvin Park branch and regarding approval for a Cultural Strategic Investment Fund grant in partnership with ISKA (Immigration Services Kingston and Area).  
*Copies of the Annual Report were also sent to Frontenac County.*

Received since distribution of the agenda:

- 7.1.3 From a patron, a letter dated May 14, 2011 addressed to the Chair of KFPL Board, to follow up on her letter sent to the Board in April 2010 asking if we would consider keeping Central open until 8:00 PM on Friday evenings. *Responded with a letter from the Board Chair.*

- 7.1.4 Correspondence from Frontenac County Council inviting the Board Chair and the CEO to a council meeting to provide a) an update of the Ompah Library decision, and b) an overview of the Branch Services Master Plan (BSMP).

2011-36 SINHA – PURDON

*That the Board receive the correspondence as listed in the Agenda, plus addeds.*

CARRIED

## 8. MONITORING REPORTS

### 8.1 *Communication and Counsel*

#### 8.1.1 Chief Librarian's Report

Ms. Defoe reported on the meeting with Mr. Toms of the Limestone District School Board (LDSB). Mr. Toms confirmed that the Yarker library branch was funded by the municipality and not by the school board. Although the school and the library share the washrooms, the school board did not put money into the library.

Mr. Toms also informed Ms. Defoe that it is their intention to close Parham branch (Hinchinbrooke PS) within two years. Currently there is a tri-party agreement and once the school closes, the portable will no longer be available for use as a library. Councillor Purdon said that council is aware of this, however this doesn't mean that the township doesn't want a library in that same area, and that it is important to note that council believes there should be four branches in the existing locations or close by. Ms. Defoe also reported that Mr. Toms said that there is a lengthy protocol for decommissioning schools before the building is put up for sale, and then they expect market value.

Ms. Cousineau said that she was surprised that there was nothing included in the Chief Librarian's report with regards to the article in the Frontenac News. Ms. Stewart said that this is not something that is not known to the board and that the issues with Ompah branch are not new or unexpected, and referred to the Monitoring Report, Communication and Counsel, Item 2.

Ms. Love reviewed the highlights. Councillor Neill left the meeting at this time (5:55 PM).

### 8.2 *Staff Relations*

### 8.3 *Asset Protection* (deferred to June meeting)

2011-37 AITKEN– PATTERSON

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

- *Communication and Counsel*
- *Staff Relations*

CARRIED

## 9. OTHER BUSINESS

### 9.1 **Summer Branch Bus Tour**

**Update:** The branch bus tour will take place on Thursday, August 18.

## 10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at 4:30 PM, Wednesday, June 8, 2011, at Pittsburgh Branch. The next regular Board Meeting will be at 4:00 PM, Wednesday, June 22, 2011, Delahaye Room, Central Library. There being no further business, the meeting was adjourned at 6:00 PM.