

MINUTES
Regular Meeting #2011-06
Kingston Frontenac Public Library Board
June 22, 2011 - 4:00 PM
Delahaye Room, Central Library



Present: Paige Cousineau, Deborah Defoe (Chief Librarian/CEO), Ralph Gatfield, Wilma Kenny, Erik Knutsen, Councillor Jim Neill (left at 4:35 PM), Floyd Patterson, Councillor John Purdon, Claudette Richardson, Somnath Sinha, Monica Stewart

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)

Guests: Vicki Leakey, KPMG (4:15 PM - 5:15 PM)

Regrets: Barbara Aitken, Patricia Enright (Manager, Children's/Youth Services and Rural Branches)

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed with the addition of *9.2 News from South Frontenac*.

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 #2011-05 held May 18, 2011

Councillor Purdon referred to the last paragraph of the first page regarding the notification period for closures and suggested that the word "customary" is misleading as this is our first closure.

Ms. Defoe explained that we have had non-permanent closures and normally give four weeks notice. The sentence will be revised.

There was also a correction to 7.1.4 correspondence from Frontenac County Council. The Chair and the CEO were invited to a council meeting to provide an update of the Ompah Library decision as well as an overview of the Branch Services Master Plan (BSMP).

2011-38 GATFIELD - KNUTSEN

That the minutes of Regular Meeting #2011-05 of the Kingston Frontenac Public Library Board held May 18, 2011 be approved as modified.

CARRIED

4.2 Committee of the Whole Meeting held June 8, 2011

At the meeting on June 28, the Board was informed that both the artist and the agent were contacted with regards to the short term solution of turning the artwork during recitals, and were fine with this course of action. The minutes will be modified to include this sentence.

2011-39 COUSINEAU – PURDON

That the Minutes of Committee of the Whole Meeting held June 8, 2011 be confirmed, as modified.
 CARRIED

6. ACTION ITEMS

6.1 *Audit (Presentation by Vicki Leakey, KPMG)*

This was moved ahead in the agenda. Ms. Leakey explained that this is a draft statement and that the final statement would be distributed upon the Board's acceptance of the audit.

Ms. Leakey responded to questions from Board members. Councillor Neill left the meeting at this time (4:35 PM). With regards to investments, Ms. Leakey explained that currently the City of Kingston looks after those funds on the library's behalf, and that the library has more flexibility than the City would have under the Municipal Act. There was some discussion among Board members, who felt that as Board members they have a responsibility to make sure that the library is not falling short. Ms. Leakey said that if requested, a list of investments supporting those funds can be supplied to the Board.

In response to Councillor Purdon's request for a more itemized statement, Ms. Leakey explained that the audit is an external statement and a high level summary which satisfies a legal requirement. The quarterly financial statements which Board members will receive throughout the year are internal statements and will correspond to the audited statement that will be presented next spring.

With regards to the capital budget, it was explained that the capital envelope from the City which goes into the library reserve had been \$400,000 per year but that amount was recently increased. Money from this account is to be spent only on City capital projects. The capital budget under the county portion is used to pay for the county share of capital items such as the courier van, and systems and computers, which are shared expenses.

Ms. Leakey reported that from an audit perspective there were no concerns. Ms. Leakey left the meeting at this time (5:15 PM).

2011-40 PURDON – SINHA

That the Board receive the 2010 audited report.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

5.1 *Communications Plan*

A draft chart with a contact list and an action list was distributed with the agenda. After some discussion, by consensus, the communication plan was accepted.

7. INFORMATION ITEMS

7.1 *Report, Manager, Adult Services*

Ms. Love gave a PowerPoint presentation on the highlights and accomplishments in Adult Services over the past year.

7.2 *Correspondence / Information Received and Sent*

7.2.1 From the Ministry of Tourism and Culture, asking that we complete and submit the Annual Survey of Public Libraries by June 30, 2011. *Completed survey submitted electronically.*

7.2.2 From a patron, a letter sent by email on May 18, 2011 addressed to the Board Chair regarding the ongoing issue of the disruption of wireless service at libraries, in particular at Turner branch. *Response was sent.*

- 7.2.3 Delivered by hand, a petition with forty-five signatures asking that the hours at Kingscourt branch be re-instated. Also enclosed were nineteen letters to reiterate concerns with the cut in hours, and to express concerns with the lack of library facilities in the area northeast of Kingscourt.
- 7.2.4 From Randy Hillier MPP, a letter dated May 19, 2011 addressed to the Chair of the KFPL Board expressing his concern with the recent decision to close the Ompah Branch. *Response sent from the Board Chair.*
- 7.2.5 From the Community Foundation for Kingston and Area, a letter dated May 26, 2011 enclosing the annual fund statement for the KFPL Endowment Fund for the year ending December 31, 2010.
- 7.2.6 Media Release *Plevna Branch Hours to be Extended* dated May 20, 2011.

Received since distribution of the agenda:

- 7.2.7 From Kingston Literacy & Skills, a letter dated May 20, 2011 to thank KFPL for the donation of \$325 one-team sponsorship for the 17th Annual Grate Groan-Up Spelling Bee, and for sending an enthusiastic team. In total they raised over \$25,000 for their family literacy programs.

2011-41 KENNY – KNUTSEN

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

CARRIED

8. MONITORING REPORTS

8.1 **Communication and Counsel**

8.1.1 Chief Librarian's Report

It was noted that this month statistics were reported on a per capita basis. Ms. Cousineau asked for clarification on what the *mechanism* is in #6 of the monitoring report: *Fail to provide a mechanism for official Board, officer or committee communications*. Ms. Defoe believes that this was a term used before electronic communication when the Board was kept informed by hard copy. Ms. Defoe suggested that the statement could be looked at and updated when it is scheduled for review as part of the Carver governance review process.

8.2 **Access to Facilities and Maintenance**

Ms. Defoe suggested that the Board may also want to look at changing the title of this monitoring report when it is up for review as the title is a little misleading.

8.3 **Asset Protection** (audit)

The audit was presented and accepted earlier during the meeting.

2011-42 KNUTSEN – GATFIELD

That the Board accept the following Monitoring Reports:

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

CARRIED

9. OTHER BUSINESS

9.1 Summer Branch Bus Tour

It was confirmed that the branch bus tour will take place on Thursday, August 18.

9.2 News from South Frontenac

Ms. Kenny reported on a study regarding population growth in South Frontenac which was presented at the South Frontenac council meeting. The study predicts a population growth rate in South Frontenac greater than the predicted rate of growth in Kingston or Ontario. More information is available on the South Frontenac Township website.

Ms. Defoe reported that the soft opening for the new Sydenham Library is scheduled for Monday, July 11 at 10:00 AM. The official opening is scheduled for Monday, September 19 at 10:00 AM.

10. NEXT MEETING DATE AND ADJOURNMENT

The next regular Board Meeting will be held at 4:00 PM, Wednesday, September 28, 2011, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 6:10 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary