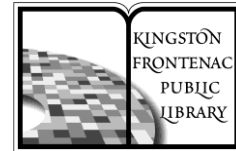


MINUTES
Regular Meeting #2011-08
Kingston Frontenac Public Library Board
October 26, 2011 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Paige Cousineau, Deborah Defoe (Chief Librarian/CEO), Ralph Gatfield, Wilma Kenny, Erik Knutsen, Councillor Jim Neill, Floyd Patterson, Councillor John Purdon, Claudette Richardson (Chair), 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) Shelagh Quigley (Manager, Human Resources) Chris Ridgley (Budget / HR Analyst), Lester Webb (Manager, Systems and Technical Services)

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 #2011-07 held September 28, 2011

2011-56 KENNY - GATFIELD

That the minutes of Regular Meeting #2011-07 of the Kingston Frontenac Public Library Board held September 28, 2011 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting held October 12, 2011

2011-57 GATFIELD – STEWART

That the Minutes of the Committee of the Whole meeting held October 12, 2011 be confirmed.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

5.1 CEO Search Committee – Update

Ms. Stewart reported that the committee has met with the consultant. During the meeting the consultant asked for the committee's input on key things to look for in the new CEO. He was happy to report that what he heard from the committee was in line with what he heard from other stakeholders. The position has been posted in various places including our website, and interviews are scheduled for mid to late November.

6. ACTION ITEMS

6.1 *Use of Library Space for Art Exhibits Policy*

This was brought forward from the June Committee of the Whole meeting. A group who had rented a room for a piano recital had an issue with the nude artwork displayed in the Wilson Room.

As suggested at the COW meeting, the Art Exhibition Committee was asked to work on a draft policy statement which has now come to the Board for approval.

Ms. Stewart explained that if the policy is accepted, changes will need to be made to forms such as the room booking form which will make it clear that there will be artwork on display so the group can make their own decision. However because the forms are purely administrative, they don't require board approval.

Councillor Neill spoke in favour of the policy and likes the fact that it refers to the OLA's *Statement on the Intellectual Rights of the Individual*. There was further discussion with respect to finding the right balance, and supporting freedom of expression while being respectful. Mr. Patterson said that it would be up to the art committee to make that decision.

Councillor Purdon suggested that the policy be revised to state *Kingston Frontenac and Area Community Artists*. Councillor Neill wanted to ensure that we do not preclude artists from local communities such as Gananoque, Westport, and Napanee. The statement will be revised as suggested by Councillor Purdon and left broad to include artists in the local communities.

2011-58 STEWART – KENNY

That the KFPL Board adopt the KFPL Use of Library Space for Art Exhibits Policy, as amended.
CARRIED

6.2 *Procurement of Goods and Services Policy and Procedures*

Ms. Defoe explained that although this is not scheduled for review by the board until later in the term, because of ODA legislation changes had to be made to the policy to comply with accessibility standards. In addition, there is a proposal to change the approval limits so that they are aligned with the approval limits at the City. Ms. Defoe further explained that the approval limits simply give authority to staff to sign off and this would be within the budget.

Ms. Quigley explained further that this policy goes hand in hand with our Accessibility Policy which is already in place. As suggested, the policy will be revised to include: *Accessibility as defined by the Accessibility Policy*.

2011-59 PURDON – GATFIELD

That the KFPL Board adopt the KFPL Procurement of Goods and Services Policy and Procedures as amended.
CARRIED

7. INFORMATION ITEMS

7.1 *Correspondence / Information Received and Sent*

7.1.1 From the City of Kingston a letter dated October 5 to confirm that Kingston City Council approved our request that October be proclaimed "Public Library Month 2011" in the City of Kingston, and enclosing a Certificate of Proclamation.

7.1.2 To Marcel and Pam Giroux, a letter of appreciation for their hospitality in hosting the luncheon during the branch bus tour in August, signed by the Chair.

Received / sent since distribution of the agenda:

- 7.1.3 A completed nomination form for the *International Day of Persons with Disabilities Access Award* nominating KFPL for the award.
- 7.1.4 From the City of Kingston, a letter dated October 19, 2011 to confirm the appointment of Denise Cumming to the Kingston Frontenac Public Library Board for the term ending November 30, 2014.
- 7.1.5 From Marilyn Simonds, Artistic Director, Kingston Writersfest, a note of appreciation for our support of Writersfest. As a token of their appreciation, they would like to donate a complete set of Kingston WritersFest 2011 books to KFPL. *Responded with a letter of appreciation accepting the KWF 2011 books and informing Ms. Simonds that we will be putting a book plate in each acknowledging the festival.*
- 7.1.6 Press Release announcing the retirement of Deborah Defoe, Chief Librarian / Chief Executive Officer.

2011-60 PURDON – GATFIELD

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 explained that at a session she attended at the CLA conference earlier this year, it was suggested that quarterly statistics that were comparative would be more meaningful than the monthly statistics that the board had been getting.

Ms. Cousineau asked if an individual board member could ask for statistics in the format which had been provided earlier in the year. Councillor Neill pointed out that, according to our model of Governance, this would need to be a decision made by the Board via a motion and not something that an individual board member could request. Discussion ensued, and Councillor Neill and several board members stated their preference to receive comparative statistics quarterly.

Ms. Defoe will come up with a schedule of how the Board could look at various components over the year.

8.2 *Financial Planning and Budgeting*

Ms. Defoe reported that the City has given us a directive to stay within a 2.5% increase. The draft budget being presented is at 2.66%.

Councillor Neill asked if there could be discussion with regards to reinstating Kingscourt hours. Ms. Defoe explained that the Board would first have to discuss if this is where the Board wants to direct additional hours as we get many requests for more hours at other branches, particularly Calvin Park. Further, according to the standards in the Branch Services Master Plan, Kingscourt branch had more hours than required according to the guidelines, whereas Pittsburgh branch is still not in line with the standards. This type of discussion would become more about the philosophy behind the guidelines and would have to be a board decision and motion.

2011-61 GATFIELD - STEWART

That the Board accept the 2012 Budget as presented at the board meeting and direct the Chief Librarian / Chief Executive Officer to forward a copy of the budget estimate to the City of Kingston and to the County of Frontenac.

CARRIED

Ms. Cousineau had several questions regarding the budget, some of which were general questions regarding the format of the budget. It was suggested by some of the board members that Ms. Cousineau might be interested in attending some of the sessions offered at the OLA conference which are very helpful in this regard.

Ms. Cousineau asked about the Administration column and whether those costs relate to Central only or to the entire system. Ms. Defoe explained that Administration does not relate only to Central but includes everything that is not broken out and related to branch support such as the courier van, and that the budget must be submitted using the format that the City provides to us.

8.3 Financial Condition (3rd quarter)

2011-62 PURDON – GATFIELD

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

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

CARRIED

9. OTHER BUSINESS

9.1 All Staff Day (Staff Development, November 11, 2011)

Board members received an invitation to join staff for lunch at All Staff Day.

It was reported that the Livable City Award presentation would take place later this evening and that Calvin Park library had been nominated.

10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole meeting will be held at 4:30 PM, Wednesday, November 9, 2011, Delahaye Room, Central Library

The next regular Board Meeting will be at 4:00 PM, Wednesday, November 23, 2011, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 5:45 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary