

**The City of Kawartha Lakes  
Public Library**

**Public Library Board Meeting**

**Agenda**

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**Thursday, August 1, 2019 at 5:00 p.m.**

**Meeting Room  
Lindsay Branch**

**190 Kent Street West, Lindsay, ON K9V 2Y6**

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**Members**

Roger Clements  
Susan Ferguson  
Shannon Hayes  
Gail O'Neill Jackson  
Jamie Morris  
Shirley Norman  
Andrew Veale

**Members Absent**

Pat Warren

**1. Call to Order**

The Chair called the meeting to order at 5:04 p.m. with the following members present:

R. Clements, S. Ferguson (Chair), S. Hayes, G. Jackson, J. Morris, S. Norman, and A. Veale (arrived at 5:10 p.m.).

Absent: P. Warren.

Staff present: J. Anderson and S. Hayward (Notetaker)

**2. Chair's Remarks**

S. Ferguson remarked that with the expectation of Council to produce a 0% budget, the Board is being asked to do more with less. The Board will need to consider the priorities outlined in the developing strategic plan versus the City's limits, in the time to come.

**3. Adoption of the Agenda**

**RESOLVED THAT** the agenda for the City of Kawartha Lakes Public Library Board Meeting of 1 August, 2019 be adopted as amended.

Moved by: G. Jackson  
Seconded by: S. Hayes

**CARRIED**

**4. Declaration of Pecuniary Interest**

None declared.

**5. Deputations / Presentations**

None.

## Consent Agenda

### 6. Minutes

- 6.1 Draft Library Board Minutes of the 2 May, 2019 Meeting

### 7. Correspondence

- 7.1 Friends of the Dunsford Library – Executive Meeting Minutes – 2 April, 2019  
7.2 Friends of the Dunsford Library – Executive Meeting Minutes – 7 May, 2019  
7.3 Friends of the Dunsford Library – Executive Meeting Minutes – 4 June, 2019  
7.4 Friends of the Lindsay Library – Executive Meeting Minutes – 9 April, 2019  
7.5 Friends of the Lindsay Library – Executive Meeting Minutes – 14 May, 2019  
7.6 Friends of the Lindsay Library – Executive Meeting Minutes – 11 June, 2019  
7.7 Friends of the Lindsay Library – Summer Newsletter  
7.8 Letter to Libraries from Minister Tibollo – 30 April, 2019  
7.9 Letter to Chair Ferguson from Minister MacLeod – 24 June, 2019  
7.10 Memo from CAO Taylor re 2020 Budget Directions – 18 June, 2019  
7.11 Letter from CAO Taylor re 2020 Budget Directions – 17 July, 2019

### 8. Reports

- 8.1 Library Financial Statement – June 2019 – J. Anderson – Written  
8.2 Library CEO's Report – May - July 2019 - J. Anderson – Written  
8.3 Performance Indicators – June 2019 - J. Anderson – Written

## Consent Agenda End

## Extractions from Consent Agenda

### Number 8.2

**RESOLVED THAT** the Library CEO's Report – May – July 2019, be approved as discussed.

### Discussion

J. Morris asked what the Library is contributing to the City's development of their strategic plan.

J. Anderson replied that the Library is contributing input to the plan. The meeting he attended with senior City department staff was full of discussion about sticking points in the previous strategic plan.

S. Norman asked about how much this input is helpful at this time.

J. Anderson stated that there was plenty of feedback about how the City's Values and Vision were not direct or concrete enough to implement effectively, and input from senior department staff and Council will be valuable in addressing these concerns.

J. Morris inquired about more details regarding the Fleming College computer workshops happening in September.

J. Anderson answered that the college is providing funding for free computer workshops led by Fleming staff. These sessions will be held at the Lindsay branch.

S. Ferguson asked whether we should extract the CEO Report and Performance Indicators permanently from the Consent Agenda.

J. Anderson recommended that the Board consider leaving them in as part of the Consent Agenda for now.

Moved: J. Morris  
Seconded: G. Jackson.

**CARRIED**

### **Number 8.3**

**RESOLVED THAT** the Performance Indicators – June 2019, be approved as discussed.

#### **Discussion**

J. Morris asked about which part of the total music borrowings is contributed to Freegal, versus Hoopla.

S. Hayward explained the difference of numbers between Freegal and Hoopla, and the differences between the services provided.

J. Anderson added that while Freegal does have the greater numbers in terms of usage, it is a small group of patrons that are using the service, making the cost per user high.

Moved: S. Hayes  
Seconded: R. Clements

**CARRIED**

## **Approval of Consent agenda**

**RESOLVED THAT** the Consent Agenda be approved as amended.

Moved: G. Jackson  
Seconded: S. Norman

**CARRIED**

## **9. New Business**

### **9.1 Bobcaygeon update – J. Anderson – Verbal**

J. Anderson notified the Board that he had a telephone call with C. Shanks (Director of Community Services) and the design architect to discuss the project. A site meeting with the architect is scheduled for August 9.

J. Anderson informed the board that the Concept Drawing illustrates about half the design work. J. Anderson will be seeking input from Library staff regarding the placement of service areas. It is hoped to have the design drawings for the Board to review in September.

J. Morris asked if the later start with the design phase will impact presentation to Council this fall.

J. Anderson replied that this design period does include the design drawing and the creation of the construction budget including furniture, so it will take time, but he is confident about having it brought to Council by October.

### **9.2 Queen's Square – J. Morris & J. Anderson – Verbal**

J. Morris and J. Anderson described to the Board the presentation given to the Parks and Recreation Committee on June 13 regarding Queen's Square. The presentation included discussion of the current aging infrastructure issues and lack of welcoming conditions. As well, suggestions were included on how to improve these issues and conditions, to encourage community gathering and greater use through a redesign of the Queen's Square space. It was made clear that this would be a Parks' department project that would welcome all input from stakeholders.

J. Morris and J. Anderson informed the Board that they had also met with J. Johnson (Manager, Parks, Recreation, and Culture) to discuss the project further.

S. Norman asked whether the idea of using 180 Kent St as a wayfinding map could include a bit more of an art mural piece as part of it.

J. Anderson answered that it could.

S. Norman expressed concerns about the repeated use of the word transportation and the impression it gives of making the space more about being a bicycle hub and less of a gathering space.

J. Morris assured that the space is absolutely meant for everyone.

S. Ferguson asked for clarification that the Library is not giving money to this project, but support.

J. Morris stated that this is true, but the Board could consider allowing the Library to contribute to the contract for a landscape architect.

J. Anderson clarified that this consideration was because R. Smith (Supervisor, Parks and Open Spaces) did not feel qualified to do the design that would be expected in this case, and the Supervisor recommended that a landscaping architect might be better.

### **9.3 2020 Library Operating Budget – J. Anderson – Written Report LIBR2019-10**

J. Anderson provided a detailed overview to the Board of the initial draft budgets, a recommended budget, and a 0% increase budget, as recommended by CAO R. Taylor.

The recommended budget allows the Library to meet all contractual obligations and maintain current service levels.

The 0% budget honours all contractual obligations, but it will reduce service levels.

S. Ferguson asked what could be done to increase revenues. Would increasing fees in some places such as room rentals or printing fees be an option?

J. Anderson stated that any revenue changes would be able to be done at the Board's decision. With regards to printing fees, J. Anderson stated because we kept our fees below what the City charges, the Library earned more revenue, due to the volume of printing done here.

J. Morris suggested that while fundraising is not something the Library does at the moment, it could be something to consider going forward, in order to make up shortfalls.

A. Veale stated that Council is seeking input from all departments in this way, and he wants to see what the effect would be on the City and its services with a 0% budget.

J. Morris and R. Clements expressed some concerns about having a 0% budget when the Library is completing its new strategic plan, and investment will be required to work towards priorities outlined in this plan.

J. Anderson stated that Library reserves could be used for fulfilling some strategic plan priorities with regards to branch upgrades.

S. Norman recommended that if the Board approves the 0% budget, that the Library should also include anecdotal rationale about what will be lost if this budget is approved by Council, instead of the Library's recommended budget.

The Board agreed to defer the motion to approve the draft budget until the September meeting, to allow for the development of a second draft.

#### **9.4 Branch Hours**

S. Ferguson reminded the Board that the examination of branch hours and how best to allocate them is an operational duty and the responsibility of the CEO, not the Board.

J. Morris asked whether the Library has the flexibility to adjust current hours to allow for increased patron traffic opportunities or seasonal patron level changes.

J. Anderson stated that this is possible. But, extending hours or adding additional hours to take advantage of opportunities would require additional funding and Board approval. At present, the goal is to have as many days of the week covered as possible, so that when one branch is closed, another nearby is available.

S. Hayes asked whether the Library keeps a count of visits.

J. Anderson stated the Lindsay branch has an automated gate counter, and branches keep tallies.

S. Hayes asked if there was a noticeable influx during the summer due to seasonal visitors.

J. Anderson stated that north of the City, there was a noticeable increase in Library use during the summer months.

#### **9.5 City Cooling Centres**

J. Morris asked if the Library is in a position to be designated as a cooling centre, and to assist the City in this effort.

J. Anderson stated that he has informed the City that the Library is willing to help and to participate in being a designated cooling centre. J. Anderson advised the Board that at present, the Library is a recommended spot, but is not an official one, and he has received conflicting reports as to what makes a location an official cooling centre.

S. Ferguson reminded the Board to keep the budget in mind as they consider this initiative, as staff and branch hours may not line up with need.

## 10. Policy Review

### 10.1 Review **City of Kawartha Lakes Occupational Health and Safety Policy and related documents** – Report LIBR2019-11

J. Anderson reminded the Board that they are able to create their own policies as well as adopt City policies. At present, because library staff are City employees, the Board has adopted the City's Human Resource policies.

J. Anderson informed the Board that this document and related documents need to be reviewed annually by the Board, so that the Library is in compliance.

J. Anderson informed the Board that with regards to the Working Alone Procedure, the Library is in compliance with this procedure, as each branch has separate individual documents addressing its needs. This is reviewed with staff annually.

**RESOLVED THAT** the Kawartha Lakes Public Library Board re-adopts the City of Kawartha Lakes' ***Occupational Health and Safety Policy and related documents*** as presented.

Moved: A. Veale  
Seconded: S. Norman

**CARRIED**

### 10.2 **Library Board Committees Policy** – Report LIBR2019-12

J. Anderson informed the Board that the purpose of this policy is to outline the Library Board's ability to create and establish Standing and Ad Hoc Committees. No changes have been made to the policy rationale or scope at this time.



Because it is a governance policy, it is the Board's decision whether they wish to change the policy or not.

**RESOLVED THAT** the Kawartha Lakes Public Library Board re-adopts the ***Library Board Committees Policy*** as presented.

Moved: J. Morris  
Seconded: G. Jackson.

**CARRIED**

### **10.3 Interlibrary Loan Policy – Report LIBR2019-13**

J. Anderson informed the Board that this is a new policy. Staff procedures were in place, but the Library did not have a policy that informed patrons of what types of materials could be requested. With the re-instatement of the ILLO service on June 24, 2019, this policy was developed to assist both staff and patrons.

J. Anderson informed the Board that the Library had to limit the types of materials patrons can request, to ensure fiscal responsibility and sustainability of the service. In addition, the Library would be passing on to the patrons the administrative costs for borrowing university materials. G. Jackson asked for clarification regarding 3.2.2, no fines in excess of \$10.00, and if this means no ILLO-related fines in excess of \$10.00.

J. Anderson stated that the \$10.00 limit includes all fines accrued, not just ILLO-related fines.

S. Hayes asked how many DVDs were borrowed through the ILLO system.

J. Anderson stated that the Library sent out more DVDs to other libraries than were borrowed by our patrons, but he did not have an exact figure.

**RESOLVED THAT** the Kawartha Lakes Public Library Board adopts the ***Interlibrary Loan Policy*** as presented.

Moved: R. Clements  
Seconded: A. Veale

**CARRIED**

### **10.4 Library User Fees Policy – Report LIBR2019-14**

J. Anderson informed the Board that the Library User Fees Policy is one that is reviewed annually, and that the review of it has been moved forward this year to

introduce the \$5.00 fine for interlibrary loans that were not picked up. J. Anderson stated that this additional fee was determined in consulting with other public libraries who also currently offer interlibrary loan services. No other additional fees or fines are required at this time, and there are no changes to the policy rationale or scope.

S. Ferguson asked why the Library could not increase the non-resident fees for a library card.

J. Anderson stated that it could be done, but there are concerns that an increase would discourage the few non-resident patrons with memberships to keep their memberships.

S. Norman asked if the Library's non-resident fee was in line with that of other public libraries.

J. Anderson stated that the fee ranges from \$25.00 - \$50.00 for libraries in this area.

S. Hayes inquired about the possibility of a reciprocal borrowing agreement with Peterborough Public Library.

J. Anderson stated that Peterborough is open to the idea, and he has sent them a first draft of the agreement. Peterborough Library management wants to be certain that the agreement was only for the use of physical items, not electronic resources.

**RESOLVED THAT** the Kawartha Lakes Public Library Board re-adopts the ***Library User Fees Policy*** as presented.

Moved: S. Norman  
Seconded: S. Hayes

**CARRIED**

**11. Closed Session**

None.

**12. Business Arising From Closed Session**

None.

**13. Adjournment**

**RESOLVED THAT** the Library Board adjourns at 6:58pm.

Moved: J. Morris  
Seconded: S. Hayes

**14. Next Meeting**

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on 5 September, 2019 at 5:00 p.m. in the Meeting Room of the Lindsay Branch.

**Attachments**

**Consent Agenda**

- A. Draft Minutes of the Library Board Meeting – 2 May, 2019
- B. Friends of the Dunsford Library – Executive Meeting Minutes – 2 April, 2019
- C. Friends of the Dunsford Library – Executive Meeting Minutes – 7 May, 2019
- D. Friends of the Dunsford Library – Executive Meeting Minutes – 4 June, 2019
- E. Friends of the Lindsay Library – Executive Meeting Minutes – 9 April, 2019
- F. Friends of the Lindsay Library – Executive Meeting Minutes – 14 May, 2019
- G. Friends of the Lindsay Library – Executive Meeting Minutes – 11 June, 2019
- H. Friends of the Lindsay Library – Summer Newsletter
- I. Letter to Libraries from Minister Tibollo – 30 April, 2019
- J. Letter to Chair Ferguson from Minister MacLeod – 24 June, 2019
- K. Memo from CAO Taylor re 2020 Budget Directions – 18 June, 2019
- L. Letter from CAO Taylor re 2020 Budget Directions – 17 July, 2019
- M. Financial Statement – June 2019
- N. Library CEO's Report – May – July 2019
- O. Performance Indicators – June 2019
  
- P. 2020 Library Operating Budget – Report LIBR 2019-10
- Q. Review City of Kawartha Lakes Occupational Health and Safety Policy – Report LIBR2019-11
- R. Library Board Committees Policy – Report LIBR2019-12
- S. Interlibrary Loan Policy – Report LIBR2019-13
- T. Library User Fees Policy – Report LIBR2019-14

Media Items sent out as separate email package due to size

- U. Media Release
  - a. Repair Café – 24 May, 2019
  - b. Summer Reading Club – 14 June, 2019

- c. Interlibrary Loan Service Restored – 24 June, 2019
  - d. CreativeBug, New eResource – 11 July, 2019
- V. Library in the Media
- a. KLTW – May Top Picks – 3 May, 2019
  - b. Lindsay Advocate – Readers Spotlight – May 2019
  - c. KLTW – Dunsford Speakers Series – 16 May, 2019
  - d. KLTW – Letter to the Editor re ILLO Cuts – 16 May, 2019
  - e. Lindsay Advocate – Summer Coding Camps – 22 May, 2019
  - f. KLTW – May Top Picks – 23 May, 2019
  - g. Lindsay Advocate – Repair Café Coming to Lindsay – 27 May, 2019
  - h. KLTW – Repair Café – 29 May, 2019
  - i. Lindsay Advocate – Readers Spotlight – June 2019
  - j. KLTW – Lindsay Library Friends 20<sup>th</sup> Anniversary – 14 June, 2019
  - k. KLTW – June Top Picks – 20 June, 2019
  - l. Lindsay Advocate – Readers Spotlight – July 2019
  - m. KLTW – July Top Picks – 4 July, 2019
  - n. KLTW – Summer Coding Camps at Library – 11 July, 2019
  - o. KLTW – Art Classes Accessible Through Library – 12 July, 2019
  - p. PTBO Examiner – Downeyville Student Off To University (library page) – 13 July, 2019