

**The City of Kawartha Lakes
Public Library**

Public Library Board Meeting

Agenda

Thursday, September 5, 2019 at 5:00 p.m.

**Meeting Room
Lindsay Branch**

190 Kent Street West, Lindsay, ON K9V 2Y6

Members

Roger Clements
Susan Ferguson
Gail O'Neill Jackson
Jamie Morris
Shirley Norman
Andrew Veale
Pat Warren

Members Absent

Shannon Hayes

1. Call to Order

The Chair called the meeting to order at 5:01 p.m. with the following members present:

R. Clements, S. Ferguson (Chair), G. Jackson, J. Morris, S. Norman, A. Veale, and P. Warren.

Absent: S. Hayes.

Staff present: J. Anderson (Notetaker)

2. Chair's Remarks

S. Ferguson passed on condolences on behalf of the Board to P. Warren.

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 5 September, 2019 be adopted as amended.

Moved by: P. Warren
Seconded by: S. Norman

CARRIED

4. Declaration of Pecuniary Interest

None declared.

5. Deputations / Presentations

None.

Consent Agenda

6. Minutes

6.1 Draft Library Board Minutes of the 1 August, 2019 Meeting

7. Correspondence

None

8. Reports

8.1 Library Financial Statement – July 2019 – J. Anderson – Written

8.2 Library CEO's Report – August 2019 - J. Anderson – Written

8.3 Performance Indicators – July 2019 - J. Anderson – Written

Consent Agenda End

Extractions from Consent Agenda

Number 8.2 (extracted by J. Morris)

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

Discussion

J. Morris asked about the success of the Dunsford Speakers Series and overall numbers for the 4 events.

J. Anderson indicated that about 400 people attended the 4 lectures.

S. Ferguson suggested J. Anderson send a letter of congratulations on behalf of the Board.

Moved: S. Norman
Seconded: R. Clements

CARRIED

Number 8.3 (extracted by J. Morris)

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

Discussion

J. Morris asked if there has been a noticeable increase in traffic at Omemee because of the new coffee shop next door.

J. Anderson replied that it is getting busier and over the first month visitors to both locations have indicated that they like the idea.

J. Anderson also indicated that July was the busiest month ever for programming attendance with 2,717 attending programs that month.

Moved: R. Clements
Seconded: G. Jackson

CARRIED

Approval of Consent agenda

RESOLVED THAT the Consent Agenda be approved as amended.

Moved: J. Morris
Seconded: G. Jackson

CARRIED

9. New Business

9.1 Bobcaygeon update – J. Anderson – Verbal

J. Anderson notified the Board that he and Director C. Shanks met with the architects at the new facility. The architects indicated that most of the interior walls are not load-bearing and the renovation should be fairly straight-forward.

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

J. Anderson notified the Board that he toured the Queen's Square space with Parks and Recreation staff and the landscape architects. The architects identified some exterior building issues that will need to be addressed: the column capitols need repair and the bricks on the steps require re-pointing. This will need to be dealt with by the City.

The architects will put together a plan with costing broken down by project. These projects can then be submitted as grant applications by various interested parties.

9.3 2020 Library Operating Budget – J. Anderson – Written Report LIBR2019-15

J. Anderson provided an overview to the Board of the draft budget, including the request for the new Manager of Public Services position. J. Anderson informed the Board that the budget is a 0% increase if the new position is excluded.

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

S. Ferguson stated that the library could live with a 0% in 2020, but a similar budget in 2021 will affect service levels.

J. Morris asked if the Manager position could be set out in the budget as a decision unit for Council to consider.

A. Veale stated that the budget could be presented to Council in this manner.

G. Jackson stated that she felt presenting the budget and position request in this manner shows Council that the Library considered its budget, found savings were possible. But it also indicates that the Board considers the position to be important.

A. Veale reminded the Board that both the Bobcaygeon relocation and Fenelon Falls expansion will be before Council as well. Even if these capital projects are not part of the Library's budget, they are for the Library's benefit.

RESOLVED THAT the Kawartha Lakes Public Library Board approves **2020 Draft Library Operating Budget** as presented and that the new Manager of Public Services position to be considered by Council as a decision unit.

Moved by: J. Morris
Seconded by: P. Warren

**CARRIED
LIB2019-15**

9.4 Project Outcome – J. Anderson – Written Report LIBR2019-16

J. Anderson gave the Board an overview of the Project Outcome impact surveys that the library has begun using. The initial Summer Reading Club surveys have been informative. J. Anderson stated that the initial surveys indicated 90% of parents felt their children maintained or improved their reading level because of participation in the Summer Reading club.

J. Anderson stated that the surveys will give us strong information for the budget presentation, as they indicate how the Library is meeting the needs of the community with programming.

9.5 cloudLibrary – J. Anderson – Written Report LIBR2019-17

J. Anderson gave an overview of the cloudLibrary eBook platform, its benefits and the migration timeline. The Board will receive a demonstration of cloudLibrary at the November Board meeting.

9.6 SOLS Trustee Council – S. Ferguson & J. Morris – Verbal Report

S. Ferguson and J. Morris gave an overview of the SOLS Trustee Council, including the responsibilities of the Board representative. R. Clements volunteered to be the Board's trustee representative. The first Trustee Council meeting will be early November.

10. Policy Review

10.1 Library Advocacy Policy – Report LIBR2019-18

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

Moved: J. Morris
Seconded: P. Warren

**CARRIED
LIB2019-16**

11. Closed Session

None.

12. Business Arising From Closed Session

None.

13. Adjournment

RESOLVED THAT the Library Board adjourns at 6:10pm.

Moved: P. Warren
Seconded: S. Norman

14. Next Meeting

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on 3 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 – 1 August, 2019
- B. Financial Statement – July 2019
- C. Library CEO's Report – August 2019
- D. Performance Indicators – July 2019

- E. 2020 Library Operating Budget – Report LIBR2019-15
- F. Project Outcome – Report LIBR2019-16
- G. cloudLibrary – Report LIBR2019-17
- H. Library Advocacy Policy – Report LIBR2019-18
- I. Library in the Media
 - a. Lindsay Advocate – Friends of the Lindsay Library – August 2019
 - b. Lindsay Advocate – Readers Spotlight – August 2019
 - c. Lindsay Advocate – Michael's Expands to Omemee – 6 August, 2019
 - d. KLTW – August Top Picks – 14 August, 2019
 - e. KLTW – Fenelon Falls Library/Washroom Expansion – 22 August, 2019