

**The City of Kawartha Lakes
Public Library**

Public Library Board Meeting

Minutes

Thursday, October 3, 2019 at 5:00 p.m.

**Meeting Room
Lindsay Branch**

190 Kent Street West, Lindsay, ON K9V 2Y6

Members

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

Members Absent

1. Call to Order

The Chair called the meeting to order at 5:00 p.m. with the following members present:

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

Absent: None

Staff present: J. Anderson – Secretary

2. Chair's Remarks

S. Ferguson welcomed a student visiting from the Fleming Museum Management and Curatorship program. As part of her program she is attending public board meetings.

S. Ferguson stated that the main focus for this meeting would be the draft Strategic Plan.

3. Adoption of the Agenda

RESOLVED THAT the agenda for the City of Kawartha Lakes Public Library Board Meeting of 3 October, 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 5 September, 2019 Meeting

7. Correspondence

7.1 Friends of the Dunsford Library – Executive Meeting Minutes – 2 July, 2019

7.2 Friends of the Lindsay Library – Executive Meeting Minutes – 9 July, 2019

7.3 Friends of the Lindsay Library – Autumn Newsletter

8. Reports

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

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

8.3 Performance Indicators – August 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 – September 2019, be approved.

Moved: G. Jackson

Seconded: J. Morris

CARRIED

Number 8.3 (extracted by J. Morris)

RESOLVED THAT the Performance Indicators – August 2019, be approved.

Moved: P. Warren

Seconded: S. Norman

CARRIED

Approval of Consent agenda

RESOLVED THAT the Consent Agenda be approved as amended.

Moved: G. Jackson
Seconded: P. Warren

CARRIED

9. New Business

9.1 Bobcaygeon update – J. Anderson – Verbal

J. Anderson informed that board that the Library has received the initial design drawings and will be meeting with the architects on Friday to discuss further.

R. Clements asked if there would be an option for allowing for a coffee shop/kiosk in the vestibule. J. Anderson indicated that he would ask the architects to ensure that there was water and electrical services to the vestibule.

There was further discussion about if this would be a way for the library to raise some funds for the library. A. Veale indicated that in arenas many of the concessions are leased to businesses. J. Anderson to discuss this further with CAO Taylor.

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

J. Morris informed the Board that plans for possible projects in Queen's Square should be done for mid-October. Once this is complete, then different local community groups would be in a position to submit grant applications. The Library would supply letters of support to the different grant submissions.

9.3 Summer Reading Club Review – J. Anderson – Written Report LIBR2019-19

J. Anderson gave the Board an overview of the 2019 Summer Reading Club program. This year was very successful and the Library hopes to expand on that success in 2020. Membership was up by almost 15% over 2018. The summer student was very popular with the participants.

J. Morris noted the importance of reading during the summer, especially with younger children, as it is an indicator of future success in school.

9.4 Draft Strategic Plan – J. Anderson – Written Report LIBR2019-20

J. Anderson discussed with the Board the final draft the new Strategic Plan. He indicated that all documents were in editable form if it was required for making changes.

A. Veale indicated that the Board needs to have a discussion of what the cost of the different options. Some could be done with reserves, but others would be a budget ask of Council. For the goals that require a budget request, which ones are the most likely of success in increasing library usage? A. Veale reminded the Board that it is not just Council that is pushing back on tax increases, but the public as well. The Board needs to be able to comfortably answer questions of why a budget increase is necessary in specific areas.

S. Norman asked if we should present to Councils the goals and timeline or the overall costs. And when should the Council be informed.

A. Veale stated that we should indicate potential costs for the goals, ones that the current Library reserves will cover and ones that will require additional funds. He also stated that he believed it best to present this information to Council after the 2020 budget deliberations are complete.

R. Clements raised the issue of library fundraising or establishing a foundation to allow for members of the public to make gifts to the library in their wills and estates. It was felt that during 2020, the Board should investigate this further along with possible grant opportunities.

J. Morris reminded the Board that it needs to balance its advocacy role with also being financial stewards of the library budget.

It was requested that J. Anderson bring a report to the Board for the December meeting outlining possible cost breakdowns of differ goals and projects outlined in the draft Strategic Plan.

RESOLVED THAT the Kawartha Lakes Public Library Board approves the draft **2019-2022 Strategic Plan** as presented.

Moved by: S. Norman
Seconded by: J. Morris

**CARRIED
LIB2019-17**

RESOLVED THAT the Kawartha Lakes Public Library Board approves the draft ***Mission Statement*** as presented.

Moved by: A. Veale
Seconded by: G. Jackson

**CARRIED
LIB2019-18**

10. Policy Review

10.1 Library Board Member – Code of Conduct Policy – Report LIBR2019-21

RESOLVED THAT the Kawartha Lakes Public Library Board re-adopts ***Library Board Member – Code of Conduct Policy*** as presented.

Moved: G. Jackson
Seconded: P. Warren

**CARRIED
LIB2019-19**

11. Closed Session

None.

12. Business Arising From Closed Session

None.

13. Adjournment

RESOLVED THAT the Library Board adjourns at 6:21pm.

Moved: S. Norman
Seconded: S. Hayes

14. Next Meeting

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on 7 November, 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 – 5 September, 2019
- B. Friends of the Dunsford Library – Executive Meeting Minutes – 2 July, 2019
- C. Friends of the Lindsay Library – Executive Meeting Minutes – 9 July, 2019
- D. Friends of the Lindsay Library – Autumn Newsletter
- E. Financial Statement – August 2019
- F. Library CEO's Report – September 2019
- G. Performance Indicators – August 2019

- H. Summer Reading Club Review – Report LIBR2019-19
- I. Strategic Plan draft – Report LIBR2019-20
- J. Library Board Members – Code of Conduct Policy – Report LIBR2019-21
- K. Library Media Releases
 - a. Ted Barris Author Reading
 - b. cloudLibrary
- L. Library in the Media
 - a. Lindsay Advocate – Readers Spotlight – September 2019
 - b. Lindsay Advocate – Interlibrary Loan Cuts – 3 September, 2019