

Minutes

Date: Thursday, January 28, 2010

Time: 7:45- 9:00 p.m.

Location: Central Branch Board Room

Board: Lisa Csele, Jeff Fairley, Brett Herrington, Councillor Alan Johnston, Richard Kitney, Councillor Roger Lapworth, Anna Larson, Chris Nind, Peggy Phillips, Maria Robinson,

Staff: Lori Sims, Janice Kullas, Charlotte Meissner, Brian Bell, Melissa Cameron, Chantal Switzer, Trish Sousadias

Regrets: Masud Sheikh

Anna Larson chaired the meeting and Trish Sousadias acted as recording secretary.

Item	Actions
1. Attendance Lori Sims introduced attending staff to Board members. Councillor Lapworth arrived at 8:00 p.m.	
2. Approval of Agenda <i>MOTION: THAT the Oakville Public Library Board approve the agenda.</i> <i>10.01.01 Moved: Maria Robinson Seconded: Richard Kitney</i> Carried	
3. Declaration of Pecuniary Interest – none	
4. Approval of Previous Minutes a) <i>MOTION: THAT the Oakville Public Library Board approve the minutes of the October 29 and December 1, 2009 Regular meetings of the Board.</i> <i>10.01.02 Moved: Chris Nind Seconded: Maria Robinson</i> Carried b) <i>MOTION: THAT the Oakville Public Library Board receive the record of the November 26, 2009 meeting.</i> <i>10.01.03 Moved: Maria Robinson Seconded: Peggy Phillips</i> Carried c) <u>Business arising from the minutes</u> – none	

6. **Health and Safety**

- a) *MOTION: THAT the Oakville Public Library Board receive the Health and Safety reports dated November 17, 2009 and January 21, 2010.*
10.01.04 Moved: Brett Herrington Seconded: Lisa Csele
Carried

7. **Policies - Presented for Approval**

- a) Volunteers Policy
MOTION: THAT the Oakville Public Library Board approve the Volunteers policy dated October, 2009.
10.01.05 Moved: Councillor Alan Johnston Seconded: Peggy Phillips
Carried

8. **Election of Officers (the 2010 term commences January 29, 2010)**

With the Library CEO taking the Chair, the election of Board Chair and Vice Chair positions were held.

Election of Chair

Lori Sims called for nominations from the floor for the position of Chair. Chris Nind nominated Richard Kitney. Richard declined and expressed his willingness to remain Vice-Chair. Richard Kitney nominated Anna Larson for Chair (Councillor Alan Johnston expressed support of the nomination) and Anna agreed to allow her name to stand for that position. Lori Sims asked for further nominations from the floor and, without further nominations, Anna Larson was declared the successful candidate.

Election of Vice-Chair

Lori Sims called for nominations from the floor for the position of Vice-Chair. Anna Larson nominated Richard Kitney for Vice-Chair and Richard agreed to allow his name to stand for that position. Lori asked for further nominations from the floor and, without further nominations, Richard was declared the successful candidate.

Committee Membership

Anna assumed the Chair and reviewed the number of positions for each of the Board committees and representations. Anna Larson, as Chair of the Board, was acknowledged as *ex-officio* on the Finance and Fundraising Committees. She is also Chair of the CEO Performance Evaluation Committee. Richard Kitney, as Vice Chair of the Board, is also an *ex-officio* member of the CEO Performance Evaluation Committee.

Other than the CEO Performance Evaluation Committee as stated above, the Chair of each committee will be elected at the first meeting of each of the respective committees and recommended to the Board for approval at a future meeting.

Although the majority of members for each committee were determined from prior expression of interest by Board members via email, a discussion ensued in order to finalize the membership of each committee. The **2010 Board Executive and Committee Members** are as follows:

Chair of the Board: Anna Larson

Vice Chair of the Board: Richard Kitney

CEO Performance Evaluation Committee

Anna Larson, *Chair*
Richard Kitney, *Vice Chair*
Masud Sheikh
Lisa Csele

Finance Committee

Anna Larson, *ex officio*
Brett Herrington
Lisa Csele
Peggy Phillips
Chris Nind

Fundraising Committee

Anna Larson, *ex officio*
Richard Kitney
Councillor Roger Lapworth
Councillor Alan Johnston
Jeff Fairley

Friends of the Library Board

Masud Sheikh

SOLS Representative

Maria Robinson

As in the past, should Board members wish to join the Finance Committee or Fundraising Committee mid-year, the request will be brought to the Board.

The following motion was passed to formally declare Anna and Richard as the successful candidates of the said positions:

MOTION: THAT the Oakville Public Library Board appoint Anna Larson as Chair.

10.01.06 Moved: Councillor Alan Johnston Seconded: Chris Nind

Carried

MOTION: THAT the Oakville Public Library Board appoint Richard Kitney as Vice-Chair of the Oakville Public Library Board.

10.01.07 Moved: Maria Robinson Seconded: Chris Nind

Carried

9. Finance Committee Report

a) *MOTION: THAT the Oakville Public Library Board receive the minutes of the December 1, 2009 and January 20, 2010 Finance Committee Meetings.*

10.01.08 Moved: Brett Herrington Seconded: Chris Nind

Carried

b) **Business/Recommendations arising**

i. Approval of Expenditures

MOTION: THAT the Oakville Public Library Board approve the year-to-date expenditures of \$8,090,255.63 as at November 30, 2009 and the year-end Forecast dated November 30, 2009.

10.01.09 Moved: Councillor Roger Lapworth Seconded: Brett Herrington

Carried

ii. *MOTION: THAT the Oakville Public Library Board receive the 2008 mock PSAB-compliant Financial Statements as prepared by KPMG.*

10.01.10 Moved: Chris Nind Seconded: Brett Herrington

Carried

Maria Robinson asked that Board members take note of the 2008 mock PSAB-compliant Financial Statements on pages 16 through to 21 of the Board package. Maria reminded the group that KPMG Auditor, Bryan Boles, addressed questions at the December 1, 2009 and January 20, 2010 Finance Committee meetings.

Charlotte Meissner took this opportunity to direct the Board to a handout received at the beginning of the meeting and explained that the document is the 2010 Budget Summary by Object Code.

Maria took this opportunity to thank Council, on behalf of the Board, for the continued budget support.

iii. **Confidential Personnel Item**

MOTION: THAT the Oakville Public Library Board move in-camera to discuss a confidential personnel item.

10.01.11 Moved: Richard Kitney Seconded: Peggy Phillips

Carried

MOTION: THAT the Oakville Public Library Board move out of camera with no report.

10.01.28B Moved: Chris Nind Seconded: Peggy Phillips

Carried

10. **Fundraising Committee Report**

a) *MOTION: THAT the Oakville Public Library Board receive the minutes of the Fundraising Committee Meeting dated November 25, 2009.*

10.01.12 Moved: Jeff Fairley Seconded: Maria Robinson

Carried

b) **Business/Recommendations arising**

Richard Kitney noted that the Library had a successful year in regards to fundraising considering the economic climate. Melissa Cameron plans to bring a fundraising and development presentation to the Board in February.

11. **Report from the Friends of the Library**

Peggy Phillips informed the Board that the Friends of the Library Executive meeting was cancelled and she was unable to attend the Friends of the Library AGM. Melissa Cameron attended and provided a brief update on the Friends of the Library's success and announced that the Chair for 2010 is Carlie Oreskovich.

Peggy informed the group that she will be at the next meeting to thank the Friends of the Library Executive and introduce Masud Sheikh.

12. **Report from the CEO**

- a) *MOTION: THAT the Oakville Public Library Board receive the January, 2010 Report from the C.E.O.*

10.01.13 Moved: Maria Robinson Seconded: Councillor Roger Lapworth

- b) In addition to Lori Sims' overview of the report, the Board receive a hard copy of the Globe and Mail article, Thriving public libraries shelving their fusty image. Lori provided the Board with some usage comparisons between the Toronto Public Library (discussed in the article) and the Oakville Public Library.

- c) Fourth Quarter 2009 Advocacy Log

The Board was directed to the Advocacy Log prepared by Melissa Cameron.

- d) Fourth Quarter 2009 Usage Statistics Report

Florence De Dominicis addressed Board questions on the Usage Statistics Report and provided insight into the quarterly results.

13. **New Business**

2009 Town of Oakville Accomplishments

The Board received a copy of the 2009 Town of Oakville Accomplishments report and Lori Sims provided a brief overview.

On another matter, Board members were asked to bring their calendars to their first committee meetings in order to work out some of the next meeting dates.

14. **Adjournment** – the meeting adjourned at 9:00 p.m.

MOTION: THAT the meeting of the Oakville Public Library Board be adjourned.

10.01.14 Moved: Peggy Phillips

Seconded: Maria Robinson

Carried

Date:

Signature:

VISION: Bringing people and ideas together.

MISSION: To help build a strong community by: providing access to resources for information and recreation; fostering the joy of reading and learning for all ages; providing a welcoming and supportive environment.