

5. **Approval of Previous Minutes**

- a) **MOTION:** *THAT the Oakville Public Library Board approve the minutes of the January 28, 2010 Regular meeting of the Board.*

10.02.16 Moved: Peggy Phillips

Seconded: Masud Sheikh

Carried

- b) Business arising from the minutes – none

6. **Health and Safety**

- a) **MOTION:** *THAT the Oakville Public Library Board receive the Health and Safety report dated February 2010.*

10.02.17 Moved: Anna Larson

Seconded: Chris Nind

Carried

Charlotte Meissner took this opportunity to inform the Board that the Education Safety Association of Ontario (ESAO) will be doing another “friendly audit” in April of 2010. This audit replicates the Ministry of Labour’s very stringent Work Well audit. The Library scored 95.9% on the 2005 ESAO “Friendly Audit” at a time when other similar organizations were receiving scores in the range of 11-20%. The goal is to repeat this “friendly audit” every five years to ensure that the Library’s health and safety program is optimal. [NOTE: The Ministry was at the Library twice in 2009 on routine inspections and had no concerns.] Charlotte will report back to the Board after the April “friendly audit”.

Charlotte will consult with the Town to ensure that the Library is included in any corporate air quality testing programs.

CM

7. **Finance Committee Report**

Brett Herrington announced that the February 18 Finance Committee meeting minutes will be included in the March Board package.

- a) **Business/Recommendations arising**

- i) **Draft Preliminary Financial Statements**

MOTION: *THAT the Oakville Public Library Board receive the report dated December 31, 2009 showing year-to-date expenditures of \$9,000,068.60 and a year-end surplus position of \$88,657.*

10.02.18 Moved: Chris Nind

Seconded: Masud Sheikh

Carried

Charlotte explained that the Preliminary year-end position is within the forecasted range of \$75,000-\$120,000, \$75,000 of which must be returned to the Town (benefits and Utilities.) \$88,657 is 1.07% of the Town Grant of \$8,215,100 and \$75,000 had been previously forecast which is .9% so the difference of \$13,657 (.17%) is the real variance. Acceptable variances can range between 2-3%.

The emergence of more “gapping” allowed the Summer Reading Program to be financed from the core budget instead of from the fundraising program (Development). This safeguards the fundraised money for 2010 use when it will really be required during a challenging budget year.

Fines were raised in 2009 but more Fines revenue was not achieved (low by \$20,000). Rates are increasing again in 2010. Charlotte will monitor all revenue stream activity and alert the Finance Committee if the budget will be threatened so that the Town can be advised early.

KPMG audit field work to begin February 24, 2010 for presentation to the Finance Committee and Board on March 25.

ii) **10 Year Capital Forecast (2010–2019)** revision dated February 5, 2010

The Draft Library Ten-Year Capital Forecast (2010 – 2019) dated October 6, 2009 was the last version given to the Board. This version showed a total of \$44,538,400.

Charlotte indicated that the following changes had been made to the Ten-Year Capital Forecast by the Town Finance Department as a result of budget discussions:

- \$225,000 has been added to the 2010 budget to replace/repair the Woodside floor which has been heaving and cracking since the 1996 renovation work as a result of poor compaction; the Town's Capital Assets and Facility Management (CAFM) department will manage this project, along with several "accessibility barrier removal" items (e.g. retrofit of public washrooms; work will take approximately eight weeks and it is anticipated the work would occur January and February, 2011, with all planning, design and tendering happening in 2010.
- \$20,500 has been added to 2014 for "facility repairs", also to be managed by CAFM
- Of the total "New Main Library" project budget of \$19,288,100 during this period, \$5,188,100 has been deferred to 2020.
- The total "Palermo Branch" budget of \$8,272,100 has been deferred past 2019.

Therefore, the new draft of the Library's Ten-Year Capital Forecast (2010-2019) dated February 12, 2010, totals \$31,323,700.

Charlotte indicated that during 2010, the Town will be repeating the Parks, Recreation, Culture and Library Master Plan (originally done by Monteith Brown Planning Consultants in June, 2006). This may result in further amendments to the Ten-Year Capital Forecast. The Town Finance Department will ensure that Development Charges criteria continue to be met as they relate to the financing of growth-related projects.

MOTION: THAT the Oakville Public Library Board receive the revised Oakville Public Library Ten-Year Capital Forecast (2010-2019) dated February 12, 2010.

10.02.19 Moved: Brett Herrington Seconded: Masud Sheikh

Carried

iii) **Date of March 2010 Finance Committee Meeting**

Brett Herrington informed the group that the March Finance Committee meeting will be concurrent with the March Regular Meeting of the Board on March 25. The Finance Committee meeting is scheduled for 7:00 p.m. and the Board meeting for 8:30 p.m. The external auditor, Brian Boles of KPMG, and the Town's internal auditor, Pierre Sauvageot, will be presenting, and the Board is requested to attend.

BOARD

iv) **Finance Committee Chair Appointment**

MOTION: *THAT the Oakville Public Library Board appoint Brett Herrington as the Chair of the Finance Committee.*

10.02.20 Moved: Councillor Roger Lapworth Seconded: Chris Nind

Carried

new

v) MOTION: *THAT the Oakville Public Library Board appoint Councillor Roger Lapworth as a member of the Finance Committee for the current term.*

10.02.21 Moved: Councillor Roger Lapworth Seconded: Chris Nind

Carried

8. **Fundraising Committee Report**

a) MOTION: *THAT the Oakville Public Library Board receive the minutes of the February 3, 2010 Fundraising Committee Meeting.*

10.02.22 Moved: Councillor Alan Johnston Seconded: Masud Sheikh

Carried

b) **Business/Recommendations arising**

MOTION: *THAT the Oakville Public Library Board appoint Richard Kitney as the Chair of the Fundraising Committee.*

10.02.23 Moved: Chris Nind Seconded: Peggy Phillips

Carried

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

Masud Sheikh attended his first Friends of the Library meeting on February 17 and noted that he was impressed by the enthusiasm and dedication of the Friends Executive. Masud informed the Board that the Friends of the Library Executive expressed a desire to get more involved in advocating for the Library.

Melissa Cameron informed the Board that she presented the Library's programs for 2010 and all but one request was approved by the Friends for funding.

10. **Report from the CEO**

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

10.02.24 Moved: Brett Herrington Seconded: Lisa Csele

Carried

Lori Sims directed the Board to the highlights of the CEO's Report. In addition, Lori spoke to the successes of Family Day. Glen Abbey and Iroquois Ridge were extremely busy with over 4,000 visitors. There were draw prizes (over 1,000 ballots submitted, story times, and the Teen Advisory Group ran a Wii program. Family Day also provided a great forum to promote downloadable audio books.

Lori reminded the Board that the Ontario Library Association's SuperConference will be held from February 24 to February 27. Many Library staff will be attending and participating as facilitators or presenters. Lori and Chantal Switzer will be presenting on competency-based performance evaluations.

Lori informed the group that Anna Larson, as well as the Town of Oakville's Commissioner of Community Services, Dominic Lunardo and Senior Manager of Cultural Services, Clare Loughheed, will be in attendance.

b) **2009 Usage Statistics and Trends**

Lori delivered Florence De Dominicis' report to the Board. The following significant data was noted:

- the increase in Clearview Neighbourhood Branch circulation, which can be explained by a change in service hours, as well as construction at a close Mississauga Public Library branch
- there is an increase in out-of-town use (which can partly be explained by the Mississauga Public Library development)
- public awareness created by public service staff of the e-book product has increased e-books usage
- Circulation at the Central Branch is down by 13% where the rest of the system showed increases, however the Branch continues to be an important community hub, where Library run events are extremely popular
- information queries are down as more people are doing their own research online, however, Library programming continues to increase

Lori informed the Board that Brian Bell is working on streamlining the process by which the active cardholders and number of service transactions data is collected and organized.

Florence De Dominicis was praised by the Board for a thorough report.

11. **New Business**

Anna Larson reiterated that the Board meeting will be held on March 25 immediately following the Finance Committee meeting. She asked that Board members make an effort to attend both meetings.

BOARD

12. **Adjournment** – the meeting adjourned at 8:55 p.m.

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

10.02.25 Moved: Councillor Alan Johnston Seconded: Councillor Roger Lapworth

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.