



PORT HOPE  
PUBLIC LIBRARY

**MINUTES**  
**PORT HOPE PUBLIC LIBRARY BOARD MEETING**  
**October 19, 2011 at 6:00 pm**

Board Members Present: G. Burns, Chair; R. Austin, Councillor; B. Coleman, Vice Chair;  
C. Peacock, Treasurer; R. Madden, A. Irwin-Mercer, R. Getz

Staff Present: B. Stephenson, Chief Librarian and CEO; A. Houston, Deputy Chief Librarian;  
J. Debattista, Recording Secretary

**1. Call to Order**

G. Burns, Chair called the meeting to order at 6:05 p.m.

**2. Approval of Agenda**

Moved by R. Madden                      Seconded by R. Getz

**That the agenda be approved with the following additions:**

**6.2.3 Municipal request for additional information on the 2012 Capital Budget**

**6.3 Operational Budget request from Finance Department**

**8.4 Key Stakeholders**

**11.2 Facebook**

**CARRIED**

**3. Approval of Port Hope Public Library Board Minutes**

3.1 September 21, 2011 Board Meeting

Moved by B. Coleman                      Seconded by Ann Irwin-Mercer

**That the September 21, 2011 minutes be approved as presented.**

**CARRIED**

3.2 October 5, 2011 Special Board Meeting

Moved by R. Austin                      Seconded by R. Madden

**That the October 5, 2011 Special Board Meeting minutes be approved as presented.**

**CARRIED**

**4. Declarations of Conflict of Interest**

*None*

**5. In Camera**

Moved to 8.4

## **6. Presentations**

6.1 Presentation of draft 2012 Library Operating Budget: C. Peacock, Treasurer; B. Stephenson, Chief Librarian

Board reviewed the pie chart and requested that the Chief Librarian make a number of changes to clarify categories of expenditures including a more detailed breakdown of miscellaneous expenses.

6.1.1 Draft Operating Budget 2012 Detail Spreadsheet

Moved by R. Madden

Seconded by B. Coleman

**That the Board approves the Port Hope Public Library 2012 Operating Budget as presented and reviewed by the Board, with the direction to the Chief Librarian to submit the approved 2012 Operating Budget to the Municipality. CARRIED**

6.2 Presentation of approved and submitted 2012 Library Capital Budget: C. Peacock, Treasurer; B. Stephenson, Chief Librarian

6.2.1 Capital Budget 2012 Project Detail Forms

6.2.2 10 Year Capital Forecast

***Receive for information***

6.2.3 Greg Burns, Chair and Christie Peacock, Treasurer will meet with Municipal staff to review 2012 Capital Budget.

## **7. Board Development**

7.1 Summary Chart of Governance/Operational Review Recommendations and 2011 Board Goals and Objectives: G. Burns, Board Chair

7.1.1 C. Peacock email correspondence

7.1.2 Staff report and recommendations

7.1.3 Board discussion of implementation strategy

**The comments, reports and recommendations were discussed and incorporated as approved by the Board into the Summary Chart and 2011 Board Goals and Objectives.**

**Action: Board trustees are to review the revisions and bring forward to the November meeting their seven top priorities.**

7.2 Report on **Creating an Annual Fundraising Plan Workshop** with Rob Lavery, SOLS Resource Development Consultant, Saturday, October 15, 2011: G. Burns, Chair

**Action: Board discussion and recommendations are pending review and implementation of Strategic Plan in 2012.**

7.3 Future Board Workshops

**Action: Item is deferred to January 18, 2012 Board meeting**

7.4 Board Discussion re: Community Advocacy: G. Burns, Chair

**Action: Item is deferred to the November 23 meeting with the direction from G. Burns, Chair for the Board to bring forward their thoughts on what the Board's role is in the community.**

## **8. Port Hope Public Library Strategic Plan**

8.1 Update: G. Burns, Chair and B. Stephenson, Chief Librarian

**Received for information**

8.2 Consultants' questions for Board input (to be submitted by Board trustees by October 17)

**Received for information**

### 8.3 Draft Community Survey

**Action: Board to review survey and submit comments by Friday morning to G. Burns. Chair and CEO to consolidate Board responses and forward to Peggy Walshe.**

Moved by R. Madden

Seconded by A. Irwin Mercer

**That the Board directs the CEO and Chair to create a revised online community survey to be submitted to Peggy Walshe, Principal, *Libraries in Transition* CARRIED**

### 8.4 Key Stakeholders

Moved by B. Coleman

Seconded by R. Austin

**That the Board directs the CEO and Chair to develop a list of key community stakeholders to be submitted to Peggy Walshe, Principal, *Libraries in Transition*. CARRIED**

## 9. Business Arising

9.1 Financing Public Libraries- Municipal contribution/Fundraising: G. Burns, Chair

**Received for information**

9.2 Time of Board meetings: G. Burns, Chair

Moved by A. Irwin Mercer

Seconded by B. Coleman

**That the start time for the Board meetings will be 6:30 p.m. CARRIED**

9.3 Communication protocols and Board email procedures and policies ***Report pending***

9.4 Carnegie Library 100<sup>th</sup> Anniversary Celebrations Update: B. Coleman and B. Stephenson, Chief Librarian

**Received for information**

9.5 Garden Hill Branch Lease Agreement Update: G. Burns, Chair

**Lease agreement has been completed.**

9.6 Port Hope Public Library Legal Name Change Update: G. Burns, Chair

**A board motion to change the name of the Library has been approved by Council.**

9.7 Report on Wednesday Afternoon Group Meeting at the Garden Hill Branch: B. Stephenson, Chief Librarian

**Action: Item is deferred to November 23, 2011 Board Meeting**

9.8 Mary J. Benson Branch Carpet Update: G. Burns, Chair and B. Stephenson, Chief Librarian

**The request for carpet replacement will be brought forward to the October 21 Council Budget meeting.**

9.10 Revision to CEO Job Description/Performance Appraisal; update from Ad Hoc Working Committee: G. Burns, R. Madden, B. Stephenson

**Action: To be brought forward to the November 23, 2011 Board Meeting.**

## 10. Chief Librarian's Report: B. Stephenson, Chief Librarian

10.1 Performance Measures

10.1.1 Performance Measures 2011 YTD

- 10.1.2 Performance Measures 2010 Year End
- 10.1.3 Borrower Circulation Types 2011 YTD

**Received for information**

10.2 Report on Friends of the Library AGM held on Tuesday, October 18, 2011

**2011 has been a very successful fundraising year for the Friends. All Committee positions, except the Chair and Vice-Chair have been filled. Chief Librarian will forward Report on Friends of the Library to the Board.**

**11. New Business**

11.1 **Action: November Board meeting changed to Wednesday, November 23 due to conflict.**

11.2 **Chief Librarian reported on launch of library's presence on Facebook as per Board approved Social Media Policy.**

**12. Consent Items**

12.1 What's On *Available online at [www.phpl.ca](http://www.phpl.ca); Hard copy distributed at Board meeting*

12.2 Ontario Library Association Super Conference, Metro Toronto Convention Centre, February 1-4, 2012

[http://www.accessola.com/ola/bins/content\\_page.asp?cid=5#speakers](http://www.accessola.com/ola/bins/content_page.asp?cid=5#speakers)

12.3 Trustee Council #5 Meeting: Saturday, November 19, 2011 from 9:30 am – 12:30 pm, Scugog Public Library – Port Perry

12.4 Letter from Mayor re: Proclamation for Ontario Public Library Week; Proclamation for Ontario Public Library Week

12.5 Correspondence to Peggy Walshe re: Board approval of *Libraries in Transition* Strategic Plan Proposal

12.6 Correspondence to Mayor and Council re: Board approval of *Libraries in Transition* Strategic Plan Proposal

12.7 Correspondence to Sue Dawe re: Garden Hill Branch Lease Agreement, Request for Name Change

12.8 Federation of Ontario Public Libraries CEO Report

**All Consent items received for information**

**13. Next Meeting of Board November 23, 2011 at 6:30 p.m.**

**14. Adjournment**