

**Minutes of the Wasaga Beach Public Library Board
January 22, 2018**

ATTENDANCE: Odette Chin Fook, Nancy Donnelly, Deborah Grant, David Gross,
Lorraine Gruzuk, Jody Mayhew, Rosanna Vryvogel, Rorry Cruikshank.

REGRETS: Sylvia Bray, Jennette MacKenzie,

STAFF: Jackie Beaudin.

**1) OPENING OF MEETING:
RESOLUTION #001-18**

Moved by: Rosanna Vryvogel **Seconded by:** Nancy Donnelly

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board opens at 7:05 p.m.

CARRIED

1a) Staff Report: Audrey Donnelly, Library Assistant, Inter Library Loans

- Audrey has been with the library since 2003. She started as a Library Page and then moved to Library Assistant-Circulation. Today she works at the Circulation Desk and looks after Interlibrary Loans.
- Working with and helping patrons find reading materials, solve problems, etc. is the most rewarding aspect of her job.
- Looking after ILLOs gets busier every year. She also helps get books for the 11 community book clubs.
- ILLOs are sent and received using the Southern Ontario Library (SOLS) courier. ILLOs can be requested and sent to 229 libraries that participate in the service.
- Patrons can request books we don't have and Audrey will send out an ILLO request to see if the material can be brought in from another library. Books requested through ILLO have to be older than 6 months and can be borrowed for three weeks.
- Last year we sent out over 840 items. That's approximately 70 books a month.

1.1 DECLARATION OF PECUNIARY CONFLICT OF INTEREST:

None.

**1.2 APPROVAL OF MINUTES:
RESOLUTION #002-18**

Moved by: Nancy Donnelly **Seconded by:** Rosanna Vryvogel

BE IT RESOLVED THAT that the minutes of the **December 18, 2017** meeting be adopted as Circulated.

CARRIED

1.3 ACTION ITEMS ARISING FROM THE MINUTES:

Items to be discussed in Follow-Up Business

2) FINANCIAL REPORT:

2.1 APPROVAL OF PAYMENT OF ACCOUNTS:

- D. Grant commented on the cost of toner.
- L. Gruzuk asked about the cost of Remembrance Day and if the Friends of the Library were donating. J. Beaudin commented that the library paid for the items and the Friends were donating half of the cost. .

RESOLUTION #003-18

Moved by: Odette Chin Fook

Seconded by: Jody Mayhew

BE IT RESOLVED THAT The Wasaga Beach Public Library Board approve the Cheque, PAP and EFT Register as presented.

CARRIED

2.2 STATEMENT OF OPERATIONS

- J. Beaudin commented there will still be a final 2017 Statement in January.
- D. Grant asked if the Board social cost is showing on the Visa statement. J. Beaudin explained it will be on the January statement.
- J. Beaudin explained the outstanding difference in Program expenses is offset by Grant revenue.

2.3 BUSINESS ARISING FINANCIAL REPORT

3) REPORT FROM:

3.1 Board Chair

- D. Grant wished everyone a Happy New Year. She commented that 2018 will be a busy year with lots of promising initiatives.
- Board members were encouraged to attend the Downtown Information Session on the Community Hub to be held Thursday, Feb 8, 7-9 pm.
- D. Gross asked if the board is prepared if the proposed initiative does not meet the library needs. Board members discussed possible scenarios and agreed attending the Feb 8 presentation was important.
- D. Gross suggested that the Friends of the Library should be asked to attend the presentation as they are strong library supporters.

ACTION: J. Beaudin to send an email encouraging members of the Friends of the Library to attend the Feb. 8 presentation and show support of the library.

ACTION: J. Beaudin to contact Board members after the January 26 staff preview of the Community Hub presentation.

3.2 CEO

- According to the people counter data, the library had 53,439 visitors in 2017. (Approximately 99% of the 2016 total). August was the busiest month with 6,377 visitors while December was the slowest with 3,102 visitors. Sundays edged out Tuesdays for the most people on an hourly basis with 24.6 visitors vs. 24. Evening hours have less than half of the traffic of daytime shifts (33.6% on Friday nights, 40-44% the remaining evenings).
- Based on monthly statistics WBPL staff responded to 3,331 inquiries in 2017. This is the equivalent of providing information to approximately one patron per hour.

- Outreach Collection--In 2017 WBPL made a concerted effort to recirculate its donated and discarded collection of items throughout the community, and beyond. A seventh Little Free Library Bookhouse was erected this year. Our library volunteer stocked the Bookhouses with 628 items. The majority (65%) were distributed in the months of June through August.
- Locally, the library provided the Waterside Retirement Lodge reading room with large print items, Birchview Dunes Elementary School with used junior nonfiction books, and the Friends of the Library with a large selection of discarded items for two summer book sales. The library also made donations to the Canadian prison system, offering inmates used materials for their edification.
- The library budget has passed the third roll up with COW. At the Dec 12 meeting, COW recommended that Council support the 2018 Draft Budget. Council will be voting on the 2018 budget at their January 30 meeting.
- Bus Passes – In January the library started to offer bus passes for sale. The computer interface used for pass purchases has proven to be a challenge for library staff. It is not intuitive and staff have encountered many glitches like pass cards not reading properly. However, it is beneficial for passes to be available at the library so we will continue to do our best to process transactions as smoothly as possible.
- Debit/Credit Machine--Available starting in January, the new debit/credit system was used for 149 completed transactions in 2017 for a total of \$2,044.10 in revenue. Debit cards were used for approximately 80% of the transactions.
- Books on Wheels-- In 2017 we made 73 deliveries, dropping off 385 items from our collection to house bound residents on the last Wednesday of the month. The number of Books on Wheels customers grew through the year from 4 to 9.
- In December the library held our third annual Holly Jolly. This event always draws a number of children and leaves a good impression with those who visit.
- A literacy computer was purchased for the Children's area. This computer is equipped with preprogrammed, educational games that Children can play with, while visiting the library.
- R. Vryvogel suggested it would be helpful to have a map showing where all the Little Bookhouses and the Storybook Trail were located.

ACTION: J. Beaudin will work with staff to create a map that can be included on the website and handed out as part of the newsletter.

4) FOLLOW UP BUSINESS:

4.1 OLA Library Conference: Trustee Boot Camp

- L. Gruzuk and D. Grant will attend the one day conference. There are five sessions all aimed at Library Board Trustees.

4.2 Library Tours: Collingwood

- D. Grant reported on the tour that 5 board members and 2 staff took to the Collingwood Public Library. D. Grant described the pros/cons of the library; issues were mostly: lack of parking, lack of storage and more staff required because of multiple floors and poor sight lines.

- The library offers a number of meeting rooms and genealogy and reference areas. According to L. Reid, who carried out the tour, 750 people enter the building a day.
- Board members suggested visiting the Orangeville library as it is close in size to what we are hoping for in our new building.

ACTION: J. Beaudin to set up a time to visit the Orangeville libraries.

4.3 Library Staff Recognition

- D. Grant, J. Mayhew, L. Gruzuk and J. Beaudin met to discuss the town's policy for staff recognition. Currently the town recognized permanent part time employees based on the accumulation of hours worked. Board members agreed they would like permanent part time staff recognized based on the years of service; not accumulation of hours.
- D. Grant suggested J. Beaudin contact a few libraries to see how they recognize part time staff.
- Personnel committee suggested J. Beaudin write a report to Human Resources outlining the Board's concerns and recommendations.

ACTION: J. Beaudin to contact a few libraries to see how they recognize part time staff.

ACTION: J. Beaudin to write a report to the Town's Human Resources outlining Board concerns regarding recognition of Part Time staff and request to reevaluate this current policy.

4.4 Statement of Requirement

- J. Beaudin presented an updated Statement of Requirement for Board comments. Board members discussed the value of such a statement to ensure everyone is clear about what is required in the new building.
- Board members suggested J. Beaudin present the Statement to the staff meeting on January 26. The statement will also be presented to council at the library presentation at the Coordinated Committee meeting on Feb 8.

RESOLUTION #004-18

Moved by: David Gross **Seconded by:** Jody Mayhew

BE IT RESOLVED THAT Wasaga Beach Public Library Board approve the Statement of Requirement for a new library building dated January 22, 2018. This statement is to be presented to Wasaga Beach Town Council at the February 8, 2018 Coordinated Committee meeting.

CARRIED

5). NEW BUSINESS

5.1 Library Hours

- J. Beaudin presented a graph outlining library use by visits in 2017. Based on the People Counter the busiest day/per hour is Sundays; evenings, and especially Friday evenings, are very quiet. On Sundays approximately 25 people visit the library every hour vs only 17 people per hour Friday evenings.
- J. Beaudin presented a proposal to the Board that included reviewing existing hours and possibly look at reducing Friday evenings and increasing Saturday and Sunday hours. The Board discussed various scenarios and implications of adjusting hours.

- D. Gross suggested it is an initiative worth exploring in order to improve service to the community. D. Grant asked about the impact on staff and current hours. J. Beaudin outlined schedule changes that would ensure staff did not lose hours, but that hours were merely rescheduled.

ACTION: J. Beaudin to prepare a report outlining a timeline and formal request. J. Beaudin to develop a form that can be handed out to library patrons informing them of the possible change and requesting Feedback.

5.2 Community Hub Steering Committee

- J. Beaudin informed the Board that the Director of Recreation, Events and Facilities is recommending to Council that a Community Hub Steering Committee be struck. His recommendation includes the Library Board Chair as a voting member of this committee.
- Board members discussed the implications of this committee. General consensus was that this was a positive step involving the library in the Town's Downtown Initiative.

5.3 Community Hub Update

- D. Grant outlined the most recent events around the proposed Community Hub and inclusion of the Library. D. Grant commented that Feb. 8 will be an interesting meeting to hear what Forrec and the Community have to say.
- J. Beaudin said she will ask Andrew and Chris to meet with the Board before the Feb 8 meeting.

5.4 Board Letter of Support Request

- J. Beaudin presented a request from the Chair of the Springwater Public Library Board for Library Boards to write to Torstar Corporation asking that online archives be restored.
- L. Gruzuk commented she had heard about this issue on CBC. The concern from communities and libraries is that the closing of a number of community newspapers and the closing of the papers' online archive is in essence wiping out the history of these communities.
- Board members discussed the situation and agreed it would be good to add WBPL Board's voice to the issue.

ACTION: J. Beaudin to send out letter from WBPL Board to the various departments, etc. as indicated in the letter from Springwater Library. A letter is also to be sent out to Andrea Horwath, Leader of the Ontario NDP.

5.5 Needs Assessment Proposal

- J. Beaudin presented, for information purposes, one proposal to carry out a Needs Assessment to determine what the community would like to see in a new library building.
- Board members discussed several concerns around timing, costs, and purpose.
- Board members agreed to read the proposal and to discuss the matter further at the next meeting.

ACTION: J. Beaudin to bring other proposals to the February Board Meeting for discussion.

6) **COMMITTEE REPORTS:**

7) **CORRESPONDENCE:**

- D. Grant shared a letter the library received from the Wasaga Youth Centre thanking them for their involvement with the Incredible Race.

8) **Date of the next meeting:**

- Due to Family Day falling on the third Monday in February, the next meeting will be held on Monday, February 26 at 7 pm.

11) **MEETING ADJOURNED:**
RESOLUTION #005-18

Moved by: Jody Mayew **Seconded by:** Lorraine Gruzuk

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board be adjourned at 9:20 p.m.

CARRIED