

**Minutes of the Wasaga Beach Public Library Board
January 21, 2019**

ATTENDANCE: David Gross, James Kowbel, Rosanna Vryvogel,
Deborah Grant, Lorraine Gruzuk, Jody Mayhew, Nancy Donnelly, Dan
Trafford, David Foster

REGRETS:

STAFF: Pamela Pal, Brittany Pampalone

MEMBERS OF PUBLIC: Councillor Stan Wells

1. OPENING OF MEETING:

RESOLUTION #055-19

Moved by: D. Foster **Seconded by:** N. Donnelly

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public
Library Board opens at 6:57 p.m.

CARRIED

ELECTIONS: Board Chair, Vice Chair

RESOLUTION #056-19

Moved by: N. Donnelly **Seconded by:** D. Trafford

BE IT RESOLVED THAT the Board of Wasaga Beach Public Library nominated
and recommended D. Grant as Library Board Chairperson and L. Gruzuk as Vice
Chair for the 2019-2022 Board Term.

CARRIED

WBPL BOARD COMMITTEE SELECTION

Core Committees

Executive Committee

Chair D. Grant/ Vice Chair L. Gruzuk

Finance Committee

(development and presentation of annual budget to municipality)

J. Mayhew, N. Donnelly, J. Kowbel, and R. Vryvogel

Fundraising Committee

(development and implementation of various fundraising events geared toward a
new library project)

It was addressed that this Committee falls under Friends of the Library. The
Library Board offers assistance to the Friends of the Library when required but
the Friends handle most of the fundraising.

Personnel Committee

(issues pertaining to library staff including performance evaluation of the Chief
Librarian)

D. Gross, J. Mayhew, L. Gruzuk, and D. Grant

Policy Committee

(creating policy statements for library functions and governance)

D. Foster, R. Vryvogel, N. Donnelly, and D. Trafford

Strategic Planning Committee

(creating and overseeing strategic goals objectives for WBPL)

D. Foster, D. Trafford, J. Kowbel, and L. Gruzuk

SOLS Trustee Group 4

J. Mayhew

1.1 DECLARATION OF PECUNIARY CONFLICT OF INTEREST:

L. Gruzuk declared a conflict of interest as she is receiving a cheque as registered on the Cheque Register December 2018 to cover the cost of J. Beaudin's retirement memory book.

1.2 APPROVAL OF MINUTES:

RESOLUTION #057-19

Moved by: N. Donnelly **Seconded by:** D. Trafford

BE IT RESOLVED THAT that the minutes of the **November 19, 2018** meeting be adopted as CIRCULATED.

CARRIED

1.3 ACTION ITEMS ARISING FROM THE MINUTES:

- Library Staff began parking at Town Hall at the beginning of January to open additional parking spaces for patrons. It was suggested that P. Pal look into parking pass options for Library Staff during the summer months.

FINANCIAL REPORT:

2.1 APPROVAL OF PAYMENT OF ACCOUNTS:

RESOLUTION #058-19

Moved by: J. Mayhew **Seconded by:** R. Vryvogel

BE IT RESOLVED THAT that the Wasaga Beach Public Library Board approve the Cheque, PAP, and EFT Register for the months of October, November, and December 2018 as presented.

CARRIED

2.2 STATEMENT OF OPERATIONS

2.3 BUSINESS ARISING FINANCIAL REPORT

3. REPORT FROM:

3.1 Board Chair

- D. Grant welcomed the new and returning members of the board to the first meeting for this term. She stated that she is happy to be Chair again and that she believes that everyone will continue to work well together. She discussed the research that the board and staff conducted over the last six years through traveling to other libraries and assessing their buildings/structures.
Action: P. Pal is to share the research of the library tours to the new board members.

3.2 CEO

- P. Pal re-iterated that the library is a busy place and that we are working on transitioning staff through some changes to their roles in the work place. She mentioned that the Public Services Coordinator position has been filled by Jake Marion. She is looking forward to an interesting year.
Action: P. Pal is to invite the Public Services Coordinator to the next board meeting so they can be introduced to J. Marion.

4. FOLLOW UP BUSINESS:

4.1 Budget 2019

- The next Council budget meeting is scheduled for January 22, 2019 and that the library was going in status quo from the last meeting.

4.2 Staff Parking Proposal

- Daytime library Staff are now parking at Town Hall, while night and weekend staff will continue to park in the side lot.

4.3 Strategic Plan 2018 Progress Report (copy forwarded)

- Board members decided that the Strategic Plan will be reviewed in February 2019.
- Questions were asked about grants and whether P. Pal thought we would be having a summer student. P. Pal explained that she would be completing a grant application for 2019 Canada Summer Jobs funding before the January 25 deadline.

5. NEW BUSINESS

5.1 New Building Business Case Presentation

- The board discussed P. Pal's presentation to Council's education session on January 8 highlighting the library's size, funding, new building process history, guidelines, and economic analysis. They stated how impressed they were with her data and research, and how she clearly presented the board's vision and opinions.

5.2 Building/land Appraisal

- P. Pal obtained a quote (\$3,000) for a commercial appraisal of the library building and lands. The appraisal valuation will be considered valid for six months following submission. She mentioned that the library was last appraised June 16, 2009, with the property assigned a \$710,000 value using the Cost Approach to Value, and a \$645,000 value using the Income Approach to Value.
Action: The board agreed to revisit the discussion of the appraisal at a later date.

5.3 Friends Meet & Greet

- The Friends of the Library would like to meet with the new board and suggested that the next meeting start an hour earlier (6:00 p.m.) so the Friends could join them for a social.

5.4 SOLS Board Training

- P. Pal explained that the board can sign up for free webinars through SOLS. She handed out a list of sessions available on the SOLS website that the board can utilize to learn more about library governance.

6. COMMITTEE REPORTS:

- None

8. CORRESPONDENCE:

- None

9. Date of the next meeting:

- Monday, February 11 at 7 p.m.

9) MEETING ADJOURNED:

RESOLUTION #059-19

Moved by: R. Vryvogel **Seconded by:** N. Donnelly

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board is adjourned at 8:55 pm.

CARRIED