

**Minutes of the Wasaga Beach Public Library Board
May 27, 2019**

ATTENDANCE: David Gross, James Kowbel, Deborah Grant, Lorraine Gruzuk,
Dan Trafford, David Foster, Didi Da Silveira

REGRETS: Rosanna Vryvogel, Jody Mayhew, Nancy Donnelly,

STAFF: Pamela Pal, Brittany Pampalone

1. OPENING OF MEETING:

RESOLUTION #083-19

Moved by: L. Gruzuk **Seconded by:** D. Trafford

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board opened at 7:00 p.m.

1.1 DECLARATION OF PECUNIARY CONFLICT OF INTEREST:

There were no pecuniary conflicts of interest.

CHANGE IN AGENDA:

RESOLUTION #084-19

Moved by: L. Gruzuk **Seconded by:** D. Foster

BE IT RESOLVED THAT item 5.1 be moved to item 1.2 changing the current 1.2 to 1.3 and the current 1.3 to 1.4.

CARRIED

1.2 NEW BUSINESS:

Discussion with Wasaga Community Theatre

- P. Pal introduced the Wasaga Community Theatre representatives, Margaret Ross, Michael Ross, and John Robinson. Margaret Ross gave some background information about the theatre and explained that it began in May 1991 but was incorporated on May 14, 2002. It costs \$10 a year to a member of the Wasaga Community Theatre (with a renewal date of July 1) and the organization currently has about 36 members.
- The Wasaga Community Theatre puts on two shows a year at the RecPlex. The group has issues with the facility that include: the height of the stage, uncomfortable seating, the need to bring in lighting and sound systems, and cost. Although the room is discounted, it costs \$2,500 a show. The rent includes a few rehearsal dates, building the play sets and the actual show.
- Theatre representatives said that it would be ideal for the theatre group to have a lower stage with the approximate dimensions of the RecPlex stage. A theatre with seating for approximately 250 people with a sound and light booth would suit the group.
- D. Grant encouraged the Wasaga Community Theatre to engage in further discussions with the Board as planning continues for a new library.

1.3 APPROVAL OF MINUTES:

RESOLUTION #085-19

Moved by: D. Trafford **Seconded by:** J. Kowbel

BE IT RESOLVED THAT that the minutes of the **April 29, 2019** meeting be adopted as AMENDED.

CARRIED

1.4 ACTION ITEMS ARISING FROM THE MINUTES:

- 1.4.1 Summer Kick-Off Party Parking
- 1.4.2 ILLO Report
- 1.4.3 Milton/Halton Library Tours
- 1.4.4 Needs Assessment Funding

1.4.1 Summer Kick-Off Party Parking:

- P. Pal explained that the Town By-Law department will not waive parking fees at the Glenwood parking lot for this event. The event occurs on the first long weekend of summer and this could potentially be a busy weekend for Wasaga Beach.
- P. Pal confirmed that Town Hall parking will be free and staff will park at the Fire Hall to free up more space for patrons.
- On a side note, P. Pal inquired about who was available to assist with cooking food on the day of the event. L. Gruzuk and D. Foster said they both have their Safe Food Handling Certification and volunteered to run the barbeque. J. Kowbel, D. DaSilveira, and D. Trafford said they were available and D. Gross mentioned he would try and free himself up that day.

1.4.2 ILLO Report:

- P. Pal distributed an ILLO report to the board outlining both the benefits of the service as well as its costs. The 2018 quick facts are: 7,977 items were searched for, 3,373 items were requested, 2,795 items were received, and 692 library items were shipped. The value of the items borrowed was approximately \$66,429. Staff resources utilized to process ILLO items was approximately \$23,000.
- Action: The board recommended sharing P. Pal's ILLO infographic on the library website and social media accounts.

1.4.3 Milton/Halton Library and Cultural Centre Tours:

- P. Pal was to invite council to participate in the library tours scheduled for Friday, May 31. Unfortunately, the majority of Council members were already committed to other engagements. Three members said that they would try to rearrange their schedules.

1.4.4 Needs Assessment Funding:

- P. Pal confirmed Council's approval for financing a needs assessment through the library's general reserve fund. She will prepare a Request for Proposal for the Board's approval.

2. FINANCIAL REPORT:

2.1 APPROVAL OF PAYMENT OF ACCOUNTS: RESOLUTION #086-19

Moved by: L. Gruzuk **Seconded by:** D. Trafford

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

CARRIED

2.2 STATEMENT OF OPERATIONS:

The Statement of Operations was approved.

- P. Pal mentioned that the Ontario Government Seniors Community Grant is available for 2019/2020 and that the library will be submitting an application to help augment the library's programming for seniors.

2.3 BUSINESS ARISING: FINANCIAL REPORTS

- There was no business arising from the financial reports.

3. REPORT FROM:

3.1 Board Chair

- D. Grant spoke about P. Pal completing her six month probation and applauded her on her hard work.
- D. Grant thanked the board members who have been attending the Golf Tournament fundraising meetings. She believes that the library has a good presence, which is advantageous for supporting the volunteers as well as the library's interests.

3.2 CEO

- P. Pal highlighted points from her CEO report:
 - Technology improvements: The library started the year with five public computer stations and now offers seven as well as two laptops for public use. The library recently purchased a new scanner for the front desk that can read barcodes on phones, thus eliminating the need to carry a membership card. The library also has new portable document scanners available for staff and patrons to use.
 - Ontario Music Cooperative: With Council's approval, P. Pal offered the use of the library boardroom to the Ontario Music Cooperative on Wednesdays in July and August. This initiative will provide musicians ages 16 to 30 with training space to learn about the business side of a career in music. The library will use the opportunity to foster relationships with local musicians.
 - Social media: The SOLS budget cut and resulting loss of interlibrary loan service had a positive impact on the library's reach on social media. When the library shared news of the budget cut, Facebook followers shared, commented and liked the post. There were over 25,000 interactions in

comparison to the library's past highest organic response of approximately 6000.

4. FOLLOW UP BUSINESS:

4.1 Library Location Update (in Camera)

RESOLUTION #087-19

Moved by: J. Kowbel **Seconded by:** L. Gruzuk

BE IT RESOLVED THAT the WBPL board moves in camera for a discussion of library sites/land acquisition.

CARRIED

RESOLUTION #088-19

Moved by: J. Kowbel **Seconded by:** D. Trafford

BE IT RESOLVED THAT the WBPL board moves out of camera from the discussion of library sites/land acquisition.

CARRIED

4.2 Regional Government Review

- P. Pal shared a staff report prepared by Town CAO George Vadeboncoeur that outlines both current efficiencies of the two-tiered regional government structure as well as possible areas where alterations in responsibilities could create greater efficiencies. Mayor Bifulchi asked Town staff to provide background information for this report. P. Pal outlined the many efficiencies and benefits to the current Simcoe County Library Co-operative structure.

4.3 Library Build Golf Fundraiser

- D. Grant, L. Gruzuk, D. Da Silveira, and N. Donnelly attended a May 9 and May 22 meetings for the Library Build Golf Fundraiser. They explained that a Mini Putt Golf Tournament will also be held on Friday, June 21 at 3 p.m. for people who are not regular golfers. There is a \$10 entry fee and all proceeds will go to the new library build reserve.
- D. DaSilveira confirmed with Marlwood that they have golf equipment available for rent at a cost of \$25.
- The next meeting is scheduled for Wednesday, June 5 and P. Pal has requested a list of items volunteer organizers will need assistance with during the fundraiser so that she can arrange with staff to help where needed.
- D. Foster inquired about tax receipts and wondered whether the library issued any last year and what amount should be on the tax receipts.
- Action: P. Pal to discuss the possibility of issuing income tax receipts with the golf tournament hosts, Sandy and Alex Smardenka.

5. NEW BUSINESS

5.1 Policy Review

- P. Pal would like to review and update the library's policies. She will make the policies available for viewing online so that the Policy Sub-Committee has access to all policies. As well, she will schedule an initial Sub-Committee meeting to

address the age of library membership. Currently only children ages six and older can get a library card.

6. COMMITTEE REPORTS:

- There were no committee reports.

7. CORRESPONDENCE:

- There were two thank you cards received by the library:
 - The first one was directed specifically to Jeannette Hess after running a program at the Active Living Centre assisted an attendee who had locked her keys in her trunk.
 - The second thank you was from a patron who receives the library's Books on Wheels service managed by Angela Kemp. The patron made a donation of \$200.00 to the library as a thank you for the much-appreciated delivery service.

8. Date of the next meeting:

- Monday, June 17, 2019 at 7 p.m.

9. MEETING ADJOURNED:

RESOLUTION #089-19

Moved by: J. Kowbel

Seconded by: D. Foster

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board is adjourned at 9:47 p.m.

CARRIED