



WASAGA BEACH PUBLIC LIBRARY BOARD

**Minutes of the Wasaga Beach Public Library Board Meeting
January 27, 2020 – 6:00 p.m.
Main Library**

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

SPECIAL SPEAKERS: Chris Ellis, Jennifer Pentola

STAFF: Pamela Pal, Brittany Pampalone

1. CALL TO ORDER:

RESOLUTION #001-20

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

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board open at 6:00 p.m.

2. APPROVAL OF AGENDA

RESOLUTION #002-20

Moved by: N. Donnelly **Seconded by:** L. Gruzuk

BE IT RESOLVED The Wasaga Beach Public Library Board approve the Agenda as CIRCULATED.

CARRIED

3. DELEGATIONS/SPEAKERS

3.1 Chris Ellis (MASS LBP), Jennifer Pentola —WBPL Needs Assessment Report

C. Ellis described the methodology used for the New Library Programs and Services Needs Assessment engagement process, which included informal interviews, an in-depth survey, and quick questionnaire, plus three workshops to seek input from stakeholders, students and the public. More than 900 people participated in the project engagement process. Although the consulting team pursued people of both sexes and all ages, older adult women were the predominant respondents.

C. Ellis presented the final report that provided guidelines and recommendations based on the data compiled by the consulting team. He also shared details from the WBPL Profile as well as data reports from the six engagement processes. Following his presentation, Jennifer Pentola, who was hired by MASS LBP to act as a local project assistant involved in the interviewing process, was asked to

share her insights. Jennifer sought out residents where they congregate, as well as local business, group and organizational representatives. She asked participants to identify what programs and services they believe are missing in Wasaga Beach, and extrapolate on whether these elements could potentially be provided in a new library. She identified recurring comments from young parents who believe that there are not enough programs available in the community during the winter, and are hopeful of obtaining an engaging and economical space where they can take their children. She also highlighted the need for additional programming to address the following: help and support, like groups to connect people experiencing similar issues like death and loss; life skills; student support (homework assistance); an information centre; and archives. C. Ellis finished the presentation with some last thoughts about the key conversations and issues that patrons and staff had expressed during the interviews including: lack of staff space and work areas; impatience with the collection and long reserve lists for popular titles; and the importance of having library shelving on wheels so the space can be used to its fullest potential.

4. DECLARATION OF PECUNIARY CONFLICT OF INTEREST

- None declared.

5. ADOPTION OF MINUTES:

RESOLUTION #003-20

Moved by: D. Gross

Seconded by: D. Trafford

BE IT RESOLVED THAT that the minutes of the **December 16, 2019** meeting be adopted as CIRCULATED.

CARRIED

6. BUSINESS ARISING

- 6.1 Water bill clarification

P. Pal contacted Public Works, Town billing and Treasury to determine that the library's high water bill was due to an accidental shift of 2018 billing to the 2019 budget year at the start of 2019. The Treasury department will address the bookkeeping error.

7. FINANCIAL REPORT:

7.1 APPROVAL OF PAYMENT OF ACCOUNTS

RESOLUTION #004-20

Moved by: J. Kowbel

Seconded by: N. Donnelly

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

CARRIED

7.2 STATEMENT OF OPERATIONS:

- The statement of operations was presented.

7.3 BUSINESS ARISING: FINANCIAL REPORTS

- There was no business arising from the financial reports.

8. REPORT FROM

8.1 Board Chair

- D. Grant addressed why it is important for Library Board members to familiarize themselves with the information and data provided in the 2019 Needs Assessment. The information must be taken into consideration as planning for the new library moves forward.
- D. Grant congratulated P. Pal on her concise presentation of the library's 2020 budget to Council and the public in December.
- D. Grant remarked upon the recent article in the Wasaga Sun about the library's proposed bookmobile. She believes the community is looking forward to this new service.

8.2 CEO

- P. Pal spoke about the Needs Assessment being time consuming for staff.
- She remarked how her review of December achievements looks shorter than previous months, but the decrease is due to not only a quieter period in library visitation, but also a busy period for staff as they delve into year-end reports.
- In staffing news, Drew Murdoch was promoted to Library Assistant 1 and works with B. Pampalone in Technical Services; Tracy Childs was hired as a Senior Aide to replace D. Murdoch's position on the front desk; and Alex. Noble returned on January 20th from her contract with the Youth Centre.

8.3 Committees

- D. Grant wants to schedule a Personnel Committee in the upcoming weeks.

9. CORRESPONDENCE

- The Girl Guides thanked the library for their experience in the Community Program offered by C. Turrie and D. Murdoch.

10. FOLLOW UP BUSINESS

- No follow-up business to report on.

11. NEW BUSINESS

11.1 Needs Assessment Recommendations Discussion

- P. Pal discussed how the 2019 Needs Assessment would be presented to Council as an education session at a special Committee of the Whole meeting on February 6, 2020 to enable C. Ellis to explain the results and recommendations in greater details than a normal deputation would allow.
- D. Gross suggested a special meeting for the Board to discuss the Needs Assessment's recommendations and potential Board recommendations to Council.

- Action: P. Pal to schedule a special meeting of the Board during the first week of February.

11.2 Construction Steering Committee Report

- Mayor Nina Bifulchi, Deputy Mayor Sylvia Bray, George Vadeboncoeur, Town CAO, Chris Roos, Director of Recreation, Events and Facilities, and P. Pal are all part of a new Construction Steering Committee that will be overseeing the Twinpad and Library Complex project. Council approved Terms of Reference for the Construction Steering Committee, which will have the authority to approve building processes and spending up to an authorized amount.
- C. Roos and P. Pal are also on the Town's Project Leads, the primary interface between the Town and the Project Team.

12. PRIVATE AND CONFIDENTIAL

- No business arising under Private and Confidential.

8. Date of the next meeting:

- February 24, 2020 at 6:00 p.m.

9. MEETING ADJOURNED:

RESOLUTION #005-20

Moved by: R. Vryvogel

Seconded by: J. Kowbel

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board is adjourned at 8:56 p.m.

CARRIED