

Ajax Public Library Board Meeting Minutes

Place: Rotary Room, Main Branch

Time: 7:00 p.m.

Present: Jamil Ahsan, Avril Alleyne, Nicole Anatol, Councillor Marilyn Crawford, Dani Goraichy, Natasha Hasham, and Phill White

Staff: Donna Bright - CLEO & Secretary/Treasurer
Susan Burrill - Manager of Corporate Services
Dan Gioiosa - Manager of Access Services
Cindy Poon - Manager of Public Services
Emilija Tasovska - Recording Secretary

Regrets: Faizal Khan and Matthew Tapscott

1. Call to Order

The meeting was called to order at 7:04 p.m.

2. Approval of the Agenda

The agenda was approved as distributed.

16-09/01 Moved by: Phill White
Seconded by: Jamil Ahsan

To approve the agenda as distributed.

CARRIED

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Consent Agenda Items

The following items were pulled from the Consent Agenda for further discussion as *New Business*:

- Chief Librarian's Report (now 7.6)

16-09/02 Moved by: Nicole Anatol
Seconded by: Avril Alleyne

To approve the Consent Agenda as amended.

CARRIED

5. **Correspondence**

- July 25, 2016 Letter from Donna Bright, Chief Librarian and Executive Officer (CLEO) to the Honourable Eleanor McMahon regarding the new Cultural Strategy of the Ministry of Tourism, Culture and Sport.
- September 1, 2016 email response from the Honourable Eleanor McMahon to the CLEO's letter of July 25, 2016.

6. **Business Arising from the Minutes - None**

7. **Other Business**

7.1 Councillor Update – Defer until the arrival of Councillor Crawford.

7.2 Internal Monitoring Report – EL 3.10 *Staff Treatment Policy*

16-09/03 Moved by: Phill White
 Seconded by: Dani Goraichy

That all members of the Board have read the monitoring report for the *Staff Treatment Policy*, and agree that it provides a reasonable interpretation of the policy and evidence of compliance.

CARRIED

7.3 2017 Fines and Fees Schedule Review

Donna Bright presented her report on the annual fines and fees schedule review and noted there were two recommended changes for the Board's consideration: an increase to the threshold at which customer accounts are referred to the collection agency from \$35.00 to \$50.00; and the elimination of the \$0.25 replacement cost for damaged DVD sleeves.

16-09/04 Moved by: Jamil Ahsan
 Seconded by: Dani Goraichy

To approve the recommendations outlined in the *Draft 2017 Fines and Fees Schedule Report*.

CARRIED

7.4 Draft Revisions to the Circulation and Membership Policies

Dan Gioiosa presented his report on the recommended revisions to the *Circulation and Membership Policies* for the Board's consideration. They include: the removal of borrowing limits on certain collections, the removal of fine exemptions for past Board trustees, and the requirement for members to verify their contact information at the time of renewal.

16-09/05 Moved by: Nicole Anatol
 Seconded by: Avril Alleyne

To approve the recommendations outlined in the *Draft Revisions to the Circulation and Membership Policies Report*.

CARRIED

7.5 Board Education Topics

The Board discussed the need to expand the *Board Education* area of their annual agenda. Based on last year's feedback, Trustees identified two areas of interest: Learning the Business, and Ownership Linkage. Donna recommended a focus on ownership linkages. The Agenda Planning Committee will review some of the suggestions offered, e.g. staff from the Early Years, members of the Library's Older Adult Advisory Committee - Boomers and Beyond, a staff member from the Region to discuss the work of the Local Immigration Partnership/immigration, and members of the Town's Accessibility Advisory Committee, and arrange to contact them to determine what would work.

Councillor Crawford arrived at 7:45 p.m.

7.6 Chief Librarian's Report

Natasha Hasham asked staff to report on the reaction to the recent "Counting Opinions" survey. Dan Gioiosa reported that most of the 160 responses were positive, but that is often expected when the survey includes a competition with prizes. There were not many "actionable" items reported.

Donna noted that Dan's new portfolio includes "customer experience" analysis. He will work on the establishment of benchmarks for library services and report on metrics.

7.7 Councillor Update

Councillor Crawford updated the Board on recent Council news, events and activities:

- The Region is recommending that Ajax be granted an additional seat on Regional Council, increasing the number to three. There are still electoral steps to occur before this is official.
- The Provincial government has officially recognized that the Town of Ajax has an algae problem at the Lake. This will help the Town to determine a strategy to control the problem.
- The Mullen Trail, off Rossland Road, has been extended.

Avril Alleyne asked if there were any exclusions or exceptions related to expenses under the *Board Expense Policy*. As this is a Board policy, it is up to the Board to decide. Phill White provided some extreme examples of what may not be approved.

Phill asked staff how the 3-D printer service implementation is coming along. Cindy Poon reported that it is going well, though staff has had to work through a few glitches. The pricing structure for the public still has to be established before the service is rolled out.

8. Adjournment

The meeting adjourned at 8:10 p.m.

16-09/06 Moved by: Avril Alleyne
 Seconded by: Nicole Anatol

To adjourn the meeting.
CARRIED

Next meeting: **October 27, 2016**
 7:00 p.m.
 Rotary Room, Main Branch