

Ajax Public Library Board Meeting Minutes

Place: Rotary Room, Main Branch

Time: 7:02 p.m.

Present: Avril Alleyne, Dani Goraichy, Natasha Hasham, Faizal Khan, Matthew Tapscott, 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: Jamil Ahsan, Nicole Anatol, Councillor Marilyn Crawford

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Approval of the Agenda

17-03/01 Moved by: Phill White
Seconded by: Matthew Tapscott

To approve the agenda as distributed.

CARRIED

3. Declaration of Conflict of Interest - No conflicts of interest were declared.

4. Consent Agenda Items

Item 4.5 2016/2017 Annual Agenda was pulled for further discussion as agenda item 8.2. 4.7 Board Self-Evaluation - GP 4.3 Board Job Description Policy will be discussed at the April Board Meeting. The Consent Agenda was approved as amended.

17-03/02 Moved by: Faizal Khan
Seconded by: Phill White

To approve the Consent Agenda as amended.

CARRIED

5. Business Arising from the Minutes

5.1 Leadership Development Toolkit – Knowledge Gaps Analysis

Deferred to April 27 meeting. Donna Bright noted that the Whitby Public Library Board are using the toolkit. She may ask if Whitby would share their results with Ajax, and vise-versa. It may be an opportunity for joint Board training.

Natasha Hasham arrived at 7:06 p.m.

6. Councillor's Update

None

7. Presentation: Ontario Library Association Superconference Report

Avril Alleyne and Natasha Hasham reported on the OLA Superconference session "Strategies for Advocacy". Topics covered:

- "Strategies for Advocacy" – Overview of the statistics and sampling
- How to engage stakeholders
- Strategies on how to use social media to reach out to the community
- Advertising through local businesses
- Advise the community of the variety of resources the Library provides

8. Other Business

8.1 Internal Monitoring Report – Emergency Executive Succession Policy

17-03/03 Moved by: Natasha Hasham
 Seconded by: Faizal Khan

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

CARRIED

8.2 2016/2017 Annual Agenda

- Board Education Committee, proposal for educational purposes
- David Forget to talk about the Town's decision to move away from the ISO to their own QMS model
- Auditors to present their report at the May meeting
- Cecil from Maudir Temple will be presenting to the Board in June
- Matthew Tapscott would like to go over how the Library manages risk; succession planning, communications, financial risk, how are we managing
- Donna will look into possible presenters regarding risk management
- Whitby Library Board and possibly others may want to join us in this training
- Others for Fall
 - OLBA survey results
 - Maker-spaces
 - Early Years Centre
 - Joanne's House

9. Adjournment

The meeting adjourned at 7:35 p.m.

17-03/04 Moved by: Phill White
Seconded by: Matthew Tapscott

To adjourn the meeting.

CARRIED

Next meeting: **April 27, 2017**
7:00 p.m. Rotary Room, Main Branch