



MINUTES
PORT HOPE PUBLIC LIBRARY BOARD MEETING
November 23, 2011 at 6:30 pm

Board Members Present: G. Burns, Chair; R. Austin, Councillor; B. Coleman, Vice Chair;
C. Peacock, Treasurer; R. Madden, A. Irwin-Mercer, R. Getz

Staff Present: B. Stephenson, Chief Librarian and CEO; A. Houston, Deputy Chief Librarian;
J. Debattista, Recording Secretary

Presenters: Gina Jackson, Human Resources Manager, Municipality of Port Hope
Peggy Walshe, Consultant, Libraries in Transition

1. Call to Order

G. Burns, Chair called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by R. Madden Seconded by B. Coleman

That the agenda be approved as amended.

CARRIED

3. Approval of Port Hope Public Library Board Minutes

3.1 October 19, 2011 Regular Board Meeting

3.2 November 2, 2011 Special Board Meeting

Moved by R. Austin Seconded by R. Getz

That the minutes of both the October 19, 2011 meeting and the November 2, 2011 meeting be approved as presented.

CARRIED

3.3 November 16, 2011 Special Board Meeting

November 16, 2011 meeting minutes will be approved at the Board's next in camera session.

4. Declarations of Conflict of Interest

None

5. In Camera

None

6. Presentations

6.1 Gina Jackson, Human Resources Manager, Municipality of Port Hope: OMERS Account and Payroll Services

6.1.1 Report to Library Board re OMERS Account and Payroll Services

Moved by R. Austin Seconded by B. Coleman

To receive report dated November 8, 2011 OMERS Account and Payroll Services.

CARRIED

6.1.2 OMERS Resolution Port Hope Public Library Board

Moved by R. Madden Seconded by A. Mercer

To approve Resolution as presented to establish a separate OMERS account effective January 1, 2012 for the Port Hope Public Board.

CARRIED

6.1.3 Memorandum of Understanding Payroll Services Port Hope Public Library Board

Moved by R. Austin Seconded by R. Getz

To approve Memorandum of Understanding as presented between the Corporation of the Municipality of Port Hope and the Port Hope Public Library Board to establish the Port Hope Public Library Board as Employer and the Municipality of Port Hope as the provider of payroll and benefit administrative services.

CARRIED

6.2 Peggy Walshe, consultant Libraries in Transition: Strategic Plan Update

6.2.1 Progress to date

6.2.2 Community survey

BOARD ACTION: Board to review and approve questions for online/community survey at December 14 meeting.

6.2.3 Interactive session on Mission, Vision and Tagline

Peggy Walshe led the Board in a visioning and mission exercise and will provide feedback to Board by the December meeting.

6.2.4 Plan for December 16 Board meeting

Plans for December 14 meeting deferred until the New Year pending community consultation and survey in January 2012.

7. Board Development

7.1 REVISED Summary Chart of Governance/Operational Review Recommendations and 2011

Board Goals and Objectives: G. Burns, Board Chair

BOARD ACTION: Board identification of top 5-7 priorities to be forwarded to G. Burns, Chair and discussed at the January 18, 2012 meeting. Chair will draft "2012 Annual Work Plan" for discussion at January 18, 2012 Board meeting.

8. Business Arising

8.1 2012 Operating and Capital Budget Updates: G. Burns, Chair; B. Stephenson, Chief Librarian

BOARD ACTION: Board will request a presentation of its 2012 Capital Budget to the Municipal Budget Committee in January. Contents of the presentation to be discussed at the December 14 Board meeting.

8.2 Mary J. Benson Branch Carpet Replacement Project: B. Stephenson, Chief Librarian and A.

Houston, Deputy Chief Librarian

Received for information

8.2.1 Council resolution re: MJB carpet replacement

Received for information

8.2.2 Schedule of Holiday closings, Carpet replacement closings at Mary J. Benson Branch and Additional open hours at Garden Hill Branch

- (i) MJB closed for holidays: Saturday, December 24 – Tuesday, December 27; Saturday December 31; Monday, January 2
- (ii) MJB closed to the public for carpet replacement: Monday, December 19 – Friday, December 23; Wednesday December 28 – Friday December 30
- (iii) MJB reopens to the public on **TUESDAY, JANUARY 3.**
- (iv) GH traditionally closed for holidays: Saturday, December 24 – Monday, January 2
- (v) GH recommended additional open hours plus additional staff member: Wednesday, December 28 from 2:00 pm – 5:00 pm; Thursday, December 29 from 10:00 am – 2:00 pm

Moved by A. Mercer

Seconded by B. Coleman

To approve schedule of holiday and carpet replacement closings for the Mary J. Benson Branch and to approve the revised holiday schedule, open hours and staffing for the Garden Hill Branch.

CARRIED

8.2.3 Staff scheduling during closure for carpet replacement project: B. Stephenson, Chief Librarian
Recommendation received for information that B. Stephenson and A. Houston will arrange and organize staff schedules consistent with approved 2011 staffing budget, regular scheduled shifts, project requirements, workplace safety with a report to the Board at the January 18, 2012 Board meeting.

8.2.4 Authorization of a press release

BOARD ACTION: Chief Librarian to forward draft press release regarding carpet replacement project to G. Burns, Chair for input with a final press release ready for distribution by G. Burns at Committee of Whole meeting on Tuesday, November 29.

Moved by R. Getz

Seconded by A. Mercer

To authorize a press release to be written by B. Stephenson, Chief Librarian with input from G. Burns, Chair.

CARRIED

8.3 Carnegie Library 100th Anniversary Celebrations Update: B. Coleman and B. Stephenson, Chief Librarian

Received for information

8.4 Revision to CEO Job Description/Performance Appraisal; update from Ad Hoc Working Committee: G. Burns, R. Madden, B. Stephenson

Attached documents

8.4.1 Draft Job Description – CEO

8.4.2 Draft Policy – CEO Performance Evaluation

8.4.3 Draft Form – CEO Performance Appraisal

8.4.4 Draft Form – CEO Goals and Objectives

Following changes to policies, appraisal forms:

- **New addition of Library Board Relations to be inserted as second category**
- **Correction under Grantsmanship and Fundraising**
“Develop fundraising for special programs and sponsors internally and externally.”
- **Chief Librarian will investigate categories for 3rd party support.**

BOARD ACTION: Revised Policies and Forms will be brought to December 14 Board meeting for review and approval.

8.5 Report on Wednesday Afternoon Group Meeting at the Garden Hill Branch: B. Stephenson, Chief Librarian

BOARD ACTION: Recommendation from Board Chair that item is deferred pending results of Strategic Plan

8.6 Communication protocols and Board email procedures and policies *Report pending*

9. Chief Librarian’s Report: B. Stephenson, Chief Librarian

9.1 Performance Measures

9.1.1 Performance Measures 2011 YTD *Attached*

9.1.2 Performance Measures 2010 Year End *Attached*

9.1.3 Borrower Circulation Types 2011 YTD *Attached*

9.2 Annual Christmas Open House: Mary J. Benson Branch, Saturday, December 3, 10 am – 4 pm

9.3 Christmas Social: Garden Hill Branch, Wednesday, December 21, 2 – 4 pm

Chief Librarian’s Report received for information

10. New Business

10.1 Municipality of Port Hope Annual Advisory Committee Report

Attached documents

10.1.1 Memo from Sue Dawe, Director of Corporate Services dated November 9, 2011

10.1.2 Annual Advisory Committee Report 2011 FORM

10.1.3 Annual Advisory Committee Report 2011 ATTENDANCE January - March

10.1.4 Annual Advisory Committee Report 2011 ATTENDANCE April – November 2

Board identified 2011 Projects and Objectives as:

- **Strategic Plan**
- **100th Anniversary of the Mary J. Benson Carnegie Library in 2012**
- **Governance Workshop**
- **Finalizing the Garden Hill Branch lease agreement with the Municipality**

Moved by R. Austin Seconded by C. Peacock

That the Annual Advisory Committee Report will be drafted by G. Burns, Chair and approved at the December 14, 2011 Board meeting. The completed and approved Report will be forwarded to the Director of Corporate Services after the deadline of December 5, 2011 based on the meeting schedule of the Board.

CARRIED

10.2 Trustee Council #5 Meeting: Saturday, November 19, 2011 from 9:30 am – 12:30 pm, Scugog Public Library – Port Perry: Report by G. Burns, Chair
Report by R. Getz and G. Burns, Chair received for information. Next meeting is April 21, 2012 to be held at the Whitby Public Library.

10.3 Public meeting re: Cultural Planning and Seniors Facility Feasibility Study December 5, 2011
G. Burns, Chair encouraged Board members to attend meeting to voice Library concerns.

11. Consent Items *Receive for Information*

11.1 What's On Available online at www.phpl.ca; *Hard copy distributed at Board meeting*

11.2 Ontario Library Association Super Conference, Metro Toronto Convention Centre, February 1-4, 2012

http://www.accessola.com/ola/bins/content_page.asp?cid=5#speakers

11.3 Thank you note from Port Hope Archives

All Consent Items received for information

12. Next Meeting of Board December 14, 2011 at 6:30 p.m.

13. Adjournment

Moved by B. Coleman that the meeting adjourn at 9:05 pm

Advance Agenda:

- **Strategic Plan**