

REGULAR MEETING

April 16, 2008

The regular meeting of the London Public Library Board was held on the above date in the Friends of the London Public Library Board Room at 5:30 p.m. with the following present:

From the Board S. MacDonald (Chair), J. Colwell, J. Deslippe, J. Lubell, J. Morgan, J. Tilley and D. Winninger (later);

Senior Management: A. Baker, A. Becker, S. Hubbard Krimmer, M. Mitchell, L. Sage;

Minutes taken by: J. White

APOLOGIES – G. Barber and N. Branscombe

DISCLOSURES OF INTEREST – none

L08/18 CHANGES TO AND ADOPTION OF AGENDA

It was MOVED by Ms. Lubell and seconded by Mr. Colwell that the agenda be adopted.

CARRIED

L08/19 APPROVAL OF MINUTES

It was MOVED by Ms. Tilley and seconded by Ms. Deslippe that the minutes of March 19, 2008 (L08/12-L08/17) be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES - none

L08/20 REPORTS FROM COMMITTEES, MEMBERS, AND STAFF REQUIRING BOARD ACTION

Fund Development Update – Reading Garden

As of February 28, 2008, the outstanding deficit on the Rotary Reading Garden is \$251,490.77. The estimated timeframe to retire the Rotary Reading Garden deficit is ten years. Administration is recommending that a campaign in support of the Reading Garden be launched. It was also suggested that an overall recognition plan be consistent throughout the organization.

It was MOVED by Mr. Colwell and seconded by Ms. Lubell that the report, Fund Development Update – Reading Garden, be received.

CARRIED

L08/20.1 Business Continuity Plan Policy

This Policy has been developed to ensure that all library personnel, customers, assets and facilities are safeguarded during an emergency or disruption to library operations and to ensure that guidelines are in place as it relates to the continuity of critical business processes and crucial data systems. The policy is high level and strategic and articulates a set of BC principles, guidelines and minimum standards, thus laying the foundation for the BC & ER operational action plan and checklists that will be finalized in the next 4-6 months.

Currently, the Library has excellent Business Continuity and Emergency Response practice guidelines and policies in place related to Health and Safety, Fire Safety, Security, Emergency Protocols and Incident Management and Reporting. The Library will continue to work with City officials regarding emergency preparedness. Emergency response to extreme heat and cold is already in place through the Middlesex-London Health Unit.

It was MOVED by Mr. Colwell and seconded by Mr. Morgan that the report, Business Continuity Plan Policy be received and that the Business Continuity Policy be approved as amended.

CARRIED

L08/20.2 Employment Resources Centre: Service Agreement

The London Public Library receives funding from the Ministry of Training, Colleges and Universities for the provision of employment services through six Employment Resources Centres located at Central, Beacock, Pond Mills, Crouch, Jalna and Westmount branches. A contract has now been signed to extend ERC services until September, 2009.

It was MOVED by Ms. Deslippe and seconded by Ms. Lubell that the report, Employment Resource Centres: Service Agreement, be received.

CARRIED

L08/20.3 Southern Ontario Library Service (SOLS) Trustee Council 1

Ms. Tilley presented a report on the spring 2008 meeting held on April 5, 2008 at the St. Thomas Public Library. She included information on a workshop for succession staffing and as well as an executive summary of the SOLS Salary Survey Report for 2008. The President of the Ontario Library Boards' Association (OLBA) also attended the meeting and provided an update which included the Spring Report to SOLS Trustee Councils.

It was MOVED by Mr. Morgan and seconded by Mr. Colwell that the report from Ms. Tilley, Southern Ontario Library Service (SOLS), Trustee Council 1, be received.

CARRIED

L08/21 CONSENT ITEMS

Ms. Becker highlighted teen activities and Thames events scheduled for May.

On May 20th at 7 p.m., a community consultation meeting is being held on the new Northeast Community Centre and Public Library at Mother Theresa Secondary School. A reminder will be sent to all Board members. An update will be provided at the May 21st Board meeting.

Ms. Sage reported on the Books Good Enough 2 Eat event held April 4, 2008. There was good press coverage, positive feedback, a diverse group of participants and wonderful edible creations.

It was MOVED by Mr. Morgan and seconded by Mr. Colwell that the following consent items be received:

Events of Interest to Library Board Members
Press Clippings

Draft Agenda for May Meeting
Letter from Vincent Sinclair, March 28, 2008

CARRIED

Mr. Brian Meehan, Executive Director of Museum London has asked for delegation status at the next Library Board meeting to discuss the transfer of works referred to in the 1981 agreement.

At 6:20 p.m. the meeting entered in-camera session. The meeting reconvened at 6:45 p.m.

L08/22

DELEGATIONS

Audited Financial Statements, KPMG – Ian Jeffreys

Ms. Becker introduced Mr. Ian Jeffreys from KPMG. He presented the audit findings to the Board for the year ending December 31, 2007. The audit status is substantially complete and he explained the process used to pay pre-paid expenses.

At 7:00 p.m., Councillor Winninger entered the meeting.

Mr. Jeffreys praised Ms. Jessop and the Finance Team for their efficient work during the audit process. He commented that Finance staff are very professional, effective and helpful.

It was MOVED by Mr. Morgan and seconded by Ms. Lubell that the draft financial statements of the London Public Library Board, year ending December 31, 2007 be approved.

CARRIED

At 7:00 p.m., the meeting entered in-camera session and reconvened at 8:01 p.m.

L08/23

REPORT ON MATTERS FROM THE EXECUTIVE SESSION

Ms. MacDonald reported that a confidential personnel matter was discussed.

ON MOTION, the meeting adjourned at 8:02 p.m.

Chair

Secretary