

REGULAR MEETING

April 28, 2011

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

From the Board: J. Morgan (Chair), Councillor Brown (later), S. Courtice, G. Leckie, T. Nugent and D. Vachon;

Senior Management: S. Hubbard Krimmer, N. Collister, E. Hobin, B. Kinchlea, B. Jessop, M. Mitchell, C. Nurse, A. Thompson and T. Travers;

Other Staff: W. Dennis;

Guests: Carmen Sprovieri and Deb Lowery, Friends; Ian Jeffreys and Katie denBok, KPMG;

Minutes taken by: J. White.

APOLOGIES - Ms. Lubell, Councillor Branscombe, Councillor Swan

DISCLOSURES OF INTEREST – none

L11/25 CHANGES TO AND ADOPTION OF AGENDA

The agenda order was amended to accommodate guests.

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the public and in-camera agenda be adopted as amended.

CARRIED

L11/26 APPROVAL OF MINUTES

It was MOVED by Ms. Leckie and seconded by Mr. Courtice that the minutes of March 24, 2011 (L11/17-L11/24) be approved.

CARRIED

L11/27 RETIREMENT – STAFF MEMBER

Ms. Hubbard Krimmer thanked Ms. Wendy Dennis for her contributions to London Public Library after 30 years of service.

L11/28 BUSINESS ARISING FROM THE MINUTES – none

L11/29 DELEGATIONS AND PRESENTATIONS

Friends of London Public Library Overview

Ms. Sprovieri introduced Deb Lowery who will be the new President of the Friends.

Mr. Sprovieri provided an overview of Friends activities for the information of Board members. She highlighted the following fundraising events: annual booksale, bookstore sales, Speaking with Friends program, and A Book for Every Child. Friends have raised over \$1M in the past 19 years and these funds support value-add areas identified by Library Administration. The Friends also provide advocacy support to the Library at budget time. A senior staff member and a Board member are members of the Friends Executive. Ms. Sprovieri thanked the Library Board for their support of Friends.

On behalf of the Board, Mr. Morgan thanked the Friends for all their dedication and hard work.

L11/30 REPORTS FROM COMMITTEES, MEMBERS, AND STAFF REQUIRING BOARD ACTION

Policy Review

Councillor Brown entered the meeting at 5:55 p.m.

It was MOVED by Ms. Leckie and seconded by Mr. Courtice that the following policies, as found in Appendices 1 through 3, as part of its cyclical review process be approved as amended:

M-04 Accessibility for Users with Disabilities: Customer Services Standards (See Appendix 1)

M-100 Delegation and Public Participation (See Appendix 2)

M-102 Friends of the London Public Library (See Appendix 3)

CARRIED

L11/30.1 Employment Resource Centres: Service Agreement, 2011-2012

A new service agreement has been signed for funding from the Ministry of Training, Colleges and Universities, through Employment Ontario, for the period April 2011 to March 2012. This funding supports direct costs which include 10.5 FTE staff positions, capital purchases, collections, professional development, rent, utilities and office supplies.

It was MOVED by Mr. Courtice and seconded by Councillor Brown that the report, Employment Resource Centres: Service Agreement, 2011-2012, be received.

CARRIED

L11/31 DELEGATIONS AND PRESENTATIONS

Financial Update – Draft Audited 2010 Financial Statements

Ms. Jessop introduced Ms. denBok and Mr. Jeffreys. Ms. denBok provided an overview of capital assets and provided information on the Audit Findings Report for the period ending December 31, 2010.

It was MOVED by Ms. Leckie and seconded by Mr. Courtice that the London Public Library Board 2010 Audited Financial Statements be approved.

CARRIED

On behalf of the Board, Mr. Morgan thanked Ms. Jessop and her Finance Team for all their hard work.

L11/31.1 Board Orientation: AODA Customer Service Standards

Ms. Kinchlea and Ms. Mitchell provided information to Board members on the Accessibility for Ontarians with Disabilities, 2005, Customer Service Regulations.

L11/32 REPORTS FROM COMMITTEES, MEMBERS, AND STAFF REQUIRING BOARD ACTION

Public Art Policy

Consistent with the Library's policy development practice, a set of guiding principles for the development of the public art policy was approved by the Library Board in May 2009.

It was MOVED by Mr. Courtice and seconded Ms. Leckie by that the Public Art Policy be approved as amended.

CARRIED

L11/32.1 2010 Fund Development Report: IMAGINE Annual Giving, Books2Eat Event and Major Gifts

Ms. Nurse provided information on fundraising initiatives in 2010. Donations totalled \$290,243.00. A large proportion of the funds came from the 2010 IMAGINE Annual Giving Campaign, Books2Eat event, and major donations.

It was MOVED by Councillor Brown and seconded by Ms. Leckie that the report, 2010 Fund Development Report: IMAGINE Annual Giving, Books2Eat Event and Major Gifts, be received.

CARRIED

L11/32.2 2011 Operating Budget Final Approval

On August 10, 2010 meeting, the Library Board approved a 2011 operating budget request of \$728,000 or 4.3% over the 2010 base budget of \$17,085,842. (L10/54)

At the February 16, 2011 budget session, Committee of the Whole recommended reducing the Library's appropriation request by \$100,000 (comprised of the management wage freeze of \$15,000, vacancy management of \$45,000 and utilities cost reduction of \$40,000.) On February 28, 2011, Municipal Council approved the Committee of the Whole's recommendation, reducing the Library's initial net budget request of \$17,814,000 to \$17,714,000.

The wage and utilities budget lines have now been reduced to reflect the \$100,000 budget reduction. Minor adjustments to both budget lines have also been made in order to more accurately reflect 2010 experience, as the 2011 budget was prepared mid 2010. Since the 2010 actual utility expenditure was lower than projected, \$20,000 was moved from Utilities to Facilities to address needs in that area.

Due to the change in budget approval process this year, final 2011 budget approval by the Library Board is now required.

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the 2011 Operating Budget be approved.

CARRIED

L11/32.3 2012 City of London Budget Process

Ms. Hubbard Krimmer provided information on the 2012 City of London budget process. A meeting has already been held with Civic

Administration to discuss 2012 targets. Identified needs are wage settlement, grid progression, and OMERS and benefits increases.

After receiving more information from Boards and Commissions, Civic Administration will then prepare targets for City Council approval.

Board members asked for information on Human Resources costs, such as vacancy management, to determine budget needs for 2012.

It was MOVED by Mr. Courtice and seconded by Ms. Vachon that the verbal report on the 2012 City of London Budget process be received.

CARRIED

L11/32.4 London Public Library Board: Composition By-law

In January 2011, the Library Board requested that the following amendments be made to the terms of the By-law A-8039-645 Respecting the Composition of the London Public Library Board:

The London Public Library Board shall be composed of nine (9) members to be appointed by the Municipal Council:

- (a) two (2) members of the Municipal Council and
- (b) seven (7) citizens-at-large.

The Board requested that these changes be made as expeditiously as possible in order to ensure that, if vacancies occur during the current term of the Board, they can be managed under the terms of the amended by-law.

In order not to displace any of its current members, the Library also requested that changes related to the increase in the number of citizens-at-large (which requires the elimination of the school board representatives) not be enacted until such time as a vacancy in these positions occurs but no later than December 1, 2014.

A report from the City of London Finance and Administration Committee was approved by City Council on April 18, 2011.

The current vacancy on the LPL Board, resulting from the resignation of Councillor Joe Swan, will be filled according to the terms of the new by-law.

It was MOVED by Mr. Courtice and seconded by Councillor Brown that the report, London Public Library Board: Composition By-law, be received.

CARRIED

L11/33 CONSENT ITEMS

It was MOVED by Mr. Courtice and seconded by Councillor Brown that the following consent items be received:

Events of Interest to Library Board Members

Draft Agenda – May 19th, 2011

City of London Governance Working Group

Canadian Urban Libraries Council – Statement on eBook Pricing Models. (March 14, 2011)

Letter from Minister Michael Chan regarding provincial funding. (April 14, 2011)

Thank you card from Nina Laing on the occasion of her retirement from London Public Library (not distributed).

CARRIED

L11/34 INQUIRIES AND OTHER BUSINESS – none

At 8:05 p.m., the Board entered in-camera session. The meeting resumed at 8:16 p.m.

Ms. Hubbard Krimmer advised Board members that her husband, Herald Krimmer, is now on the Board of the YMCA of Western Ontario. If there are future discussions regarding the YMCA, Ms. Mitchell, Deputy CEO, will represent the Library.

L11/35 REPORT ON MATTERS FROM THE EXECUTIVE SESSION

Mr. Morgan reported that a legal matter was discussed which will remain confidential.

ON MOTION, the meeting adjourned at 8:17 p.m.

Chair

Secretary