

REGULAR MEETING

June 23, 2011

A meeting of the London Public Library Board was held on the above date at the Faculty of Information and Media Studies, North Campus Building, U.W.O. at 5:35 p.m. with the following present:

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

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

Guests: C. Sullivan, L. Carey, A. Henderson, C. Sprovieri from Friends of the London Public Library;

Minutes taken by: J. White.

APOLOGIES - Councillor Branscombe, Councillor Brown and Ms. Lubell.

DISCLOSURES OF INTEREST – none

L11/45 CHANGES TO AND ADOPTION OF AGENDA

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the public agenda be adopted.

CARRIED

L11/46 APPROVAL OF MINUTES

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the minutes of May 19, 2011 (L11/36-L11/44) be approved.

CARRIED

L11/47 BUSINESS ARISING FROM THE MINUTES

L11/48 DELEGATIONS AND PRESENTATIONS

Friends of the London Public Library Donation Report

Ms. Sprovieri introduced Ms. Henderson, Ms. Sullivan and Mr. Carey. She presented a cheque to the Library for \$40,000 for value-added services. Mr. Morgan thanked the Friends for their generous donation.

It was MOVED by Ms. Vachon and seconded by Mr. Courtice that the donation of \$40,000 from the Friends of the London Public Library be allocated as outlined in Appendix 1 of the report, Friends of the London Public Library Donation Report.

CARRIED

L11/48.1 Board Orientation: Bringing Our Vision to Life: Service Excellence Model Strategy Map, 2010-2013 LPL Strategic Plan

Ms. Hubbard Krimmer presented information to Board members on the LPL Service Excellence Model Strategy Map and 2010-2013 Strategic Plan.

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the Board Orientation: Bringing Our Vision to Life: Service Excellence Model Strategy Map, 2010-2013 LPL Strategic Plan, be received.

CARRIED

L11/48.2 Presentation: Ellen Hobin, Manager, Volunteer Services

Ms. Hobin made a presentation to the Board on Volunteer Services at the London Public Library.

It was MOVED by Mr. Courtice and seconded by Ms. Vachon that Ms. Hobin's presentation on Volunteer Services be received.

CARRIED

L11/49 REPORTS FROM COMMITTEES, MEMBERS, AND STAFF REQUIRING BOARD ACTION

Policy Review: Workplace Violence and Workplace Harrassment Prevention

In 2009, the Ontario government introduced Bill 168, an amendment to the Occupational Health and Safety Act, which places new obligations on employers with respect to workplace violence and prevention. The legislation requires an annual review of policies and procedures.

No changes have been recommended to the current policies.

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the Workplace Violence Prevention Policy and Workplace Harassment Prevention Policy be approved as part of the Board's cyclical policy review process.

CARRIED

L11/49.1 Policy Review: Travel and Expenses

The LPL ***Travel and Expenses Policy*** (formerly the *Travel and Conventions Policy*) was established in 1995 in anticipation of Council's directive. It was last reviewed in 2001. This policy is consistent with the requirements of the *City of London's Travel and Conventions Policy* and applies to Trustees, Senior Administration and all Employees.

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the Travel and Expenses Policy be approved as part of the Board's cyclical review process.

CARRIED

L11/49.2 Policy Review: Authority for the Summer

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the Authority for the Summer Policy be approved as part of the Board's cyclical review process.

CARRIED

L11/49.3 Strategic Plan: Inclusive and Accessible: Seniors – Progress Report

With the "Age Friendly City" initiative of the City of London, there will be opportunities to create strategic alliances resulting in a network of collaborative effort to ensure full participation in the community for older persons and to ensure our services are inclusive and relevant.

It was MOVED by Ms. Nugent and seconded by Ms. Leckie that the report, Strategic Plan: Inclusive and Accessible: Seniors – Progress Report be received.

CARRIED

L11/49.4 Strategic Plan: Organizational Capacity Building: Radio Frequency Identification Device Feasibility Study Phase One (2010-2011) – Progress Report

The preliminary recommendations from Phase One of this project indicate the need for a more holistic approach to the challenges faced by LPL in its materials handling processes, to include the full spectrum of issues, all related processes, procedures and policies and a more in-depth analysis of options for automation where appropriate.

It was MOVED BY Mr. Courtice and seconded by Ms. Vachon that the report, Strategic Plan: Organizational Capacity Building: Radio Frequency Identification Device Feasibility Study Phase One (2010-2011) – Progress Report be received.

CARRIED

L11/49.5 2012 Budget and Business Plan: Business Case – Options for Glanworth Branch Library

The Glanworth Branch has been in operation under the direction of the London Public Library Board since 1993 following annexation. Built in 1923, it is a one-room building that requires repairs and presents serious accessibility challenges. A report was provided to the Library Board on December 17, 2009 that described the potential financial impact of the Accessibility for Ontarians with Disabilities Act (AODA) Built Environment Standard to be introduced as part of the Ontario government's initiative to improve accessibility for Ontarians with disabilities. Now that the AODA standards are moving closer to becoming approved and funds will be required to renovate the location, it is prudent to review again the potential financial impact and evaluate what options might be available.

It was MOVED by and seconded by that the report, 2012 Budget and Business Plan: Business Case – Options for Glanworth Branch Library be received

CARRIED

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the following be undertaken:

- A building assessment of the Glanworth Branch Library be completed;
- The Chair and CEO meet with Councillor Sandy White;
- A community consultation be held to discuss options for the Glanworth Branch Library pending the results of the assessment; and

- This information be discussed by the Library Board at the meeting of August 11, 2011.

CARRIED

L11/49.6 2012 Budget

Ms. Hubbard Krimmer reported that Civic Administration provided an update on budget targets and currently, the Library's increase for 2012 stands at 1.5%

It was MOVED by Ms. Vachon and seconded by Ms. Leckie that the 2012 Budget verbal report be received.

CARRIED

L11/49.7 Southern Ontario Library Service (SOLS) Spring Trustee Council Meeting

It was MOVED by Ms. Nugent and seconded by Mr. Courtice that the report on the Southern Ontario Library Service (SOLS) Spring Trustee Council Meeting be received.

CARRIED

L11/49.8 Historic Sites Committee: Strategic Alliance Opportunity

It was MOVED by Ms. Leckie and seconded by Ms. Vachon that the report, Historic Sites Committee: Strategic Alliance Opportunity be received.

CARRIED

L11/49.9 Western Fair District Strategic Plan

Mr. Morgan provided information on the re-branding and new Strategic Plan of the Western Fair District.

It was MOVED by Mr. Courtice and seconded by Ms. Leckie that the report on the Western Fair District Strategic Plan be received.

CARRIED

L11/49.10 Annual Agenda

It was MOVED by Ms. Leckie and seconded by Ms. Nugent that the report, Annual Agenda, be received.

CARRIED

L11/50

CONSENT ITEMS

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

Events of Interest to Library Board Members

Draft Agenda – September 22nd, 2011

14th Report of the Finance and Administration Committee regarding Service London initiative. (May 18th, 2011)

Letter from the London Community Foundation regarding a grant of \$3,250 to the Historic Sites Committee. (May 5th, 2011)

Historic Sites Committee – Minutes of March 22, 2011

Letter to Old East Village Association. (June 9, 2011)

Thank you card from Wendy Dennis on the occasion of her retirement from London Public Library.

CARRIED

L11/51

INQUIRIES AND OTHER BUSINESS

Ms. Hubbard Krimmer and Mr. Morgan presented an orientation to the Committee of the Whole on June 21, 2011. This included a promotional video entitled “London Public Library: The Heart of the City”.

Mr. Jerry Colwell has been appointed to serve on the London Public Library Board. His appointment will be approved by City Council on July 25th, 2011.

L11/52

OTHER BUSINESS - none

L11/53

REPORT ON MATTERS FROM THE EXECUTIVE SESSION – none

ON MOTION, the meeting adjourned at 7:55 p.m.

Chair

Secretary