

REGULAR MEETING

June 24, 2010

A meeting of the London Public Library Board was held on the above date in the Friends of the London Public Library Board Room at 5:35 p.m. with the following present:

From the Board: J. Morgan (Chair), G. Barber, J. Colwell, G. Leckie, J. Tilley and D. Winninger;

Senior Management: S. Hubbard Krimmer, A. Baker, N. Collister, B. Jessop, M. Mitchell, C. Nurse and M. Wilkinson;

Other Staff: D. Deane Cummings, J. Scott, R. Verhulst;

Guests: M. Basil, J. Lang, J. Looper, C. Sprovieri and C. Sullivan;

Minutes taken by: J. White.

APOLOGIES - N. Branscombe, J. Lubell, S. MacDonald

DISCLOSURES OF INTEREST – none

L10/41 CHANGES TO AND ADOPTION OF AGENDA

It was MOVED by Mr. Colwell and seconded by Councillor Winninger that the public and in-camera agenda be adopted.

CARRIED

L10/42 APPROVAL OF MINUTES

It was MOVED by Controller Barber and seconded by Ms. Leckie that the minutes of May 27, 2010 (L10/33-L10/40) be approved.

CARRIED

L10/43 BUSINESS ARISING FROM THE MINUTES - none

L10/44 DELEGATIONS AND PRESENTATIONS

Friends of the London Public Library Donation

Ms. Sprovieri introduced members of the Friends Executive and thanked Controller Barber and Ms. Mitchell for their work on the committee. This donation of \$65,000 represents the hard work of many volunteers and advocates for the library. Mr. Morgan thanked the Friends for all their volunteer efforts.

It was MOVED by Controller Barber and seconded by Mr. Colwell that the donation of \$65,000 from the Friends of the London Public Library be allocated as outlined as follows:

<b>Friends of the London Public Library Recommendation for Allocation of Donation, June 2010</b>	
<b>Item</b>	<b>Funding</b>
<p><b>All-In-One CD-ROM Early Literacy Stations</b> Upgrades are required for the CD-ROM workstations (initially funded by Friends) installed in children’s areas in all Library locations to support early literacy in both English and French. Each station includes a computer and over 40 educational software programs for children ages 2 to 10. The Library will purchase: English and bilingual stations for the new NE Branch Library (opening in the fall) and replace 11 aging workstations in other locations. In 2009, workstations were visited 60,000 times.</p>	<b>45,000</b>
<p><b>London Room Digitization Project</b> In June 2009, the Friends provided initial funding to begin the digitization of parts of the London Room collection in order that items, such as historical pictures and documents, could be searched and accessed electronically, on the LPL website and Internet. The funding was used to hire staff to scan photos and upload them as collections. This initial work began in the fall of 2009 and continued into 2010. The London Public Library Image Gallery now contains 180 photos with 100 more waiting to be added with descriptions. Over 1200 visits have been made by people from around the world between January and April 2010. The project contributes to the awareness of London’s history in a unique and accessible way. With the additional funding, the Library will be able to hire additional staff to continue the inputting and description process.</p>	<b>\$20,000</b>
<b>Total for June 2010</b>	<b>65,000</b>

CARRIED

L10/45

Presentation – Delilah Deane Cummings and John Scott, Community Outreach and Media Services

Ms. Deane Cummings and Mr. Scott provided information to Board members on the services of the Community Outreach and Media Services department.

L10/46

REPORTS FROM COMMITTEES, MEMBERS, AND STAFF REQUIRING BOARD ACTION

London Public Library Policy Framework - Update

This report provided background information on London Public Library policy development from 2006 to the present, as well as confirmed the current policy framework and identified the status of the policy review and development process.

Ms. Hubbard Krimmer advised that the Canadian Urban Libraries Council (CULC) has asked the library to provide a policy and framework of LPL policies as examples of best practices.

It was MOVED by Ms. Leckie and seconded Councillor Winninger that the report, London Public Library Policy Framework – Update, be received.

CARRIED

L10/46.1

Means Policies Services: Lending Services

This Lending Services Policy replaces the current Loan Policy established in 1983 with the latest revision in 2000. A separate Fines and Fees Policy will be presented to the Board at the September 23<sup>rd</sup>, 2010 meeting.

An addition was made to Appendix 1:

6a) An individual who has a concern regarding application of the lending services policy and procedures may request the matter to be reviewed by the Coordinator, Lending Services *who will then make a decision on the matter.*

Ms. Hubbard Krimmer extended thanks to Ms. Mitchell, Ms. Collister and Ms. Townshend for their work on this.

It was MOVED by Controller Barber and seconded by Councillor Winninger that the draft *Lending Services Policy*, as contained in Appendix 1 of this report, with an implementation date of September 1, 2010, be approved.

CARRIED

L10/46.2

Library's Art Collection at Museum London

Ms. Hubbard Krimmer and Ms. Mitchell met with Mr. Meehan and Ms. Armistead to discuss the Library's art collection along with changes to the Governance Bylaw later in 2010.

Discussion included the ongoing maintenance, protection and enhancement of the art collection. It was clarified that no decision has been made yet regarding the Library's Art Collection being transferred to Museum London.

It was MOVED by Mr. Colwell and seconded by Controller Barber that the verbal report on the Library's Art Collection be received.

CARRIED

L10/46.3 2011 LPL Budget Targets and Timelines

A summer Board meeting will be necessary during August. The Capital budget submission is August 20<sup>th</sup> and Operating is September 10<sup>th</sup>, 2010.

It was MOVED by Controller Barber and seconded by Ms. Leckie that:

- The Library Board provide direction to Administration in the drafting of the **2011 LPL Operating Budget** based on background information previously provided to the Board, the Library Board Budget Guiding Principles and the 4.3% target set by the City of London; and
- Administration report back to the Library Board on the strategies/scenarios required to manage cost increases and high service utilization levels in order to meet the assigned target for 2011.

CARRIED

L10/46.3 Harmonized Sales Tax (HST)

It was MOVED by Controller Barber and seconded by Ms. Tilley that the report on the Harmonized Sales Tax (HST) be received.

CARRIED

L10/46.4 Workplace Violence and Harrassment Prevention

Minor amendments were made to the policy.

It was MOVED by Councillor Winner and seconded by Mr. Colwell that this report be received and that the London Public Library Workplace Violence Prevention and Harassment Prevention Policies attached to this report, be approved as amended by the Library Board.

CARRIED

L10/46.5 Summer Business Authority

It was MOVED by Mr. Colwell and seconded by Controller Barber that the Executive Committee be authorized to take whatever action is necessary to carry out the work of the institution for the summer and to be ratified by the Board at its September meeting with the understanding that such authority does not supersede the calling of meetings of committees or of a special meeting of the Board if necessary.

CARRIED

L10/47 CONSENT ITEMS

Ms. Nurse highlighted the Summer Reading Club “Destination Jungle” program. A thank you letter to TD Canada Trust will be sent from the Library Board Chair.

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

Events of Interest to Library Board Members  
Draft Agenda – September

CARRIED

L10/48 INQUIRIES AND OTHER BUSINESS

Music has been introduced at the front entrance of the Central Library. The result has been to provide a more welcoming environment and to discourage people from loitering in front of the Library and blocking the entrance. The vast majority of public response has been positive.

At 7:05 p.m., the meeting moved to in-camera session. At 7:10 p.m., the meeting resumed.

Board members discussed the upcoming City election on October 25<sup>th</sup>, 2010. Ms. Hubbard Krimmer will contact Mr. Hopcroft at the City of London to discuss the process used to appoint new members to the Library Board. She will also contact Mr. Fielding regarding the possibility of the Library being included in the orientation session for new Councillors.

L10/49 REPORT ON MATTERS FROM THE EXECUTIVE SESSION

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

ON MOTION, the meeting adjourned at 7:20 p.m.

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Chair

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Secretary