

# WHITBY PUBLIC LIBRARY BOARD MINUTES

**DATE:** December 21, 2011  
**TIME:** 7:00 p.m.  
**PLACE:** Board Room, Whitby Central Library

**PRESENT:** Gary Rose, Chair  
Claude Lavoie, Vice-Chair  
Jane Hilton  
Don Mitchell  
Elizabeth O'Brien  
Sue Pitchforth  
Eva Reti  
John Stafford

**REGRETS:** Barry Hum

**ALSO PRESENT:** Ian Ross, Chief Librarian/CEO  
Rhonda Jessup, Public Services Manager  
Elaine Yatulis Dobbin, Technical Services and Systems Support Manager  
Michelle Frenette, Support Services Manager  
Pat Khashmanian, Support Services Assistant

---

**1. Call to Order/Approval of Agenda**

The following item was added to the agenda:

**8. e) SOLS Meeting Report**

Moved by Jane Hilton  
Seconded by Sue Pitchforth

That the agenda be approved as amended.  
CARRIED

**2. Declaration of Conflict of Interest**

No conflict of interest was declared.

**3. Consent Agenda Items**

Moved by Claude Lavoie  
Seconded by Sue Pitchforth

That the Consent Agenda Items be approved as distributed.  
CARRIED

**4. Treasurer's Reports**

Moved by Sue Pitchforth  
Seconded by Eva Reti

That the financial statements for November 2011 be approved as distributed.  
CARRIED

**5. Chief Executive Officer's Report**

Ian Ross reported on various initiatives that have resulted in press coverage for the library recently, including the presentation of a 100<sup>th</sup> anniversary certificate by Mayor Pat Perkins, hosting and helping with a Town of Whitby International Day of Persons with Disabilities event, and a High Tea with Beatrice the Mouse contest held at the Brooklin Branch. Ian helped Town staff prepare an application for a provincial "Cities Make a Place for People" grant to further develop Celebration Square. Twenty-two staff members recently did first aid/CPR recertification training. Over 120 staff and family members attended a staff holiday party on the first closed Sunday of the season, during which almost \$1400 was raised to support the local United Way. Gary Rose expressed the Board's appreciation to WPL staff for a huge, busy year well handled. Ian passed out shopping bags from the Downtown Development Office to board members.

**6. Business Arising from Minutes**

**a) Fall Trustee Training: November 26**

The CEO of Ajax Public Library and trustees from the Oshawa and Ajax libraries attended this session along with our own board members. The joint session went well, in both the learning and the networking aspects. Gary Rose expressed thanks to those who attended and those who arranged the session.

**b) Board Development: Resources Review**

Ian Ross did a quick review of the resources available on the WPL Board Intranet. Any questions can be directed to Ian Ross. Staff were instructed to add a list of staff names.

**7. WPL: Calendar of Events**

Claude Lavoie reported that a Festival of Lights event will be hosted by the Durham Jewish Centre at the Central Library tomorrow evening and will be added to the calendar, as will the Mayor's Award Night. Let Claude know about any other community networking events that should have Board representation.

**8. New Business**

**a) Finance & Audit Committee Report: 2012 Operating & Capital Budgets**

Sue Pitchforth reported that the committee met immediately preceding this meeting to discuss the draft budgets. Staff were given instructions on fine-tuning the wording of the operating supplementary budget requests. They were also instructed to adjust the capital growth budget to combine two proposed studies (service delivery model and service plan) in late 2013/early 2014.

Moved by Sue Pitchforth  
Seconded by Eva Reti

To endorse the 2012 operating and capital budgets as prepared by staff, with the amendments discussed tonight.  
CARRIED

**b) Recruitment & Selection Policy**

This policy has been in place since 2005 as required by the Municipal Act. It is modelled after the Town of Whitby's policy. Only very minor wording changes are being made.

Moved by Sue Pitchforth  
Seconded by Claude Lavoie

That the revised Recruitment & Selection Policy be accepted as distributed.  
CARRIED

**c) SOLS Meeting Report**

Eva Reti reported that on November 19 she and Claude Lavoie attended a SOLS Trustee Council 5 meeting at the new library in Port Perry. She shared some of the information they learned, including that SOLS operates a listserv for Council 5 where any board member can go to post questions and connect with others in a similar position. The link to that listserv is on the Board Intranet. The next Council 5 meeting will be held in Whitby at the Brooklin Community Centre & Library on April 21.

**9. In-Camera**

Moved by Sue Pitchforth  
Seconded by Don Mitchell

That the meeting move in camera to discuss a patron complaint and the 2011 CEO performance appraisal.  
CARRIED

Staff departed at 8:04 p.m.

Moved by Eva Reti  
Seconded by Claude Lavoie

That the meeting move out of camera.  
CARRIED

**10. Next meeting**

The next meeting will be held on Wednesday, January 18, 2012, at 7 p.m. in the Board Room, Whitby Central Library.

**11. Adjournment**

The meeting adjourned at 9:05 p.m. on a motion by Sue Pitchforth.

---

Board Chair

---

Secretary