

# WHITBY PUBLIC LIBRARY BOARD MINUTES

**DATE:** October 21, 2009  
**TIME:** 7:00 p.m.  
**PLACE:** Board Room, Whitby Central Library

**PRESENT:** Jane Hilton, Chair  
John Duffy (until 8:20)  
Barry Hum  
Claude Lavoie  
Barbara Matthews  
Pravin Patel  
Sue Pitchforth (until 8:05)

**REGRETS:** Scott Templeton, Vice-Chair  
Gary Rose

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

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

Moved by Barbara Matthews  
Seconded by Pravin Patel

That the agenda be accepted as distributed.  
CARRIED

**2. Declaration of Conflict of Interest**

No conflict of interest was declared.

**3. Consent Agenda Items**

Ian Ross discussed one item of correspondence – a Canadian National Institute for the Blind proposal to develop a new national strategy for equitable library service to the visually impaired. Whitby Public Library currently offers audio books on CD, downloadable audio books, large print books, some Braille items, ZoomText and JAWS screen reader on two computer terminals. Other public library initiatives for the visually impaired are also being investigated.

Moved by John Duffy  
Seconded by Claude Lavoie

That the Consent Agenda Items be approved as distributed.  
CARRIED

**4. Board Self-Assessment Update**

Jane Hilton reviewed recent actions taken in response to the Board Self-Assessment Action Plan. These included 3 trustees manning a library table at Harvest Festival, and the Mayor's Representative now updating Town Council regularly on library news. Several other actions are planned for the near future. Ian Ross was asked to arrange formal tours of the community branches next spring, with a focus on issues related to each branch. Open discussion among trustees is to take place after each Board meeting is adjourned. Discussion of specific issues should be added to the agenda instead.

**5. Treasurer's Reports**

Moved by Pravin Patel  
Seconded by Claude Lavoie

That the financial statements for September 2009 be approved as distributed.  
CARRIED

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

Ian Ross reported that the library reached its one million items circulated mark one month earlier this year than ever before. He described upcoming partnership programs with several community organizations – Business Advisory Centre Durham, Durham Region Unemployed Help Centre, Community Development Council of Durham, and Whitby Chamber of Commerce. He reported that progress is finally being made in regard to possible twinning projects with Africa. A northern Ontario option is also being investigated. Barbara Matthews commended the shifting of some staff hours to the Brooklin branch to cope with increased circulation in the temporary facility, and also commended publicity efforts by staff, especially in regards to business resources.

**7. Business Arising from Minutes**

**a) Annual Report**

Ian Ross reported that he has heard positive feedback regarding the whimsical format of the 2008 Annual Report.

**b) 2010 Draft Budget**

Ian Ross reported that he and Michelle Frenette have met with Town of Whitby Treasury staff to discuss the library's 2010 draft budget. Trustees expressed their concern about potential long term difficulties created by the need for status quo budgets in spite of growing community size.

**8. New Business**

**a) WPL Website**

A new Whitby Public Library website went live to the public on October 19, and Elaine Yatulis Dobbin presented it to trustees. It promotes social networking through information sharing and collaboration. Library staff and patrons can comment and post to the site, so it will be constantly fresh and up-to-date. Initial feedback has been very positive. Comments and suggestions can go to Elaine (even through the site!).

**b) Donations Policy**

This policy was up for scheduled review and no changes were recommended.

Moved by Barbara Matthews  
Seconded by Barry Hum

That the Donations Policy be approved as distributed.  
CARRIED

**c) Sponsorship Policy**

This policy was up for scheduled review and no changes were recommended.

Moved by Pravin Patel  
Seconded by Claude Lavoie

That the Sponsorship Policy be approved as distributed.  
CARRIED

**d) Media Relations Policy**

This policy was up for scheduled review and no changes were recommended.

Moved by Barbara Matthews  
Seconded by Pravin Patel

That the Media Relations Policy be approved as distributed.  
CARRIED

**e) Symposium 2020**

Claude Lavoie presented an overview of the large Libraries 2020 symposium that he, Jane Hilton and Ian Ross attended on September 24. The purposes were to project the environment of Ontario's public libraries in 2020 through a look at demographics, communities and technology, and to stimulate development of planning and strategic directions in Ontario's public library community. The major recommendations were:

- Create a library culture that supports continual innovations
- Expand public library role as community place and public space
- Engage people and leverage community connections and resources
- Ensure all physical and virtual libraries are high quality, visible and well used spaces
- Collaborative program models

The symposium was organized as part of the Ontario government's recent funding for libraries, and follow-up is expected.

**9. Next meeting**

The next meeting will be held on Wednesday, November 18, 2009, at 7:00 p.m. in the Board Room, Whitby Central Library.

**10. Adjournment**

The meeting adjourned at 8:47 p.m. on a motion by Pravin Patel.

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Board Chair

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Secretary