

**King Township Public Library Board Meeting**  
**MINUTES – Tuesday, November 17, 2020**  
**Virtual Meeting**

Board Present:	Michael Presta, Councillor David Boyd, Councillor Jordan Cescolini, Phyllis Vernon
Staff Present:	Rona O’Banion (CEO), Adele Reid, Kelley England, Kate Gibson, Domenica Lollo, Mark Cornell
Regrets:	Irene deGeus, Aleisha Richards
Guests:	Ø

1.	<b>Call to Order</b> Chair Michael Presta called the meeting to order at 6:15 p.m.
2.	<b>Agenda</b>
2.1	<b>Approval of the Agenda</b>  <b>Motion 2020-11-01: Agenda</b>  <i>Moved by Councillor Jordan Cescolini, seconded by Phyllis Vernon, that the agenda be approved. Carried.</i>
2.2	<b>Declarations of Conflict of Interest</b> Ø
2.3	<b>Approval of the minutes from October 20, 2020</b>  <b>Motion 2020-11-02: Minutes from October 20, 2020</b>  <i>Moved by Councillor David Boyd, seconded by Councillor Jordan Cescolini, that the minutes be received and approved as presented. Carried.</i>
3.	<b>Business Arising from the Minutes</b>
3.1	<b>Update on King City Library Project &amp; Board Tours – Verbal</b>  Staff continue unpacking and organizing the new King City Library branch, while the contractors continue work on the site. It is anticipated they will be on the site for at least another 2 to 4 weeks. In addition, the Seniors continue to express concerns regarding the shared washrooms and seem determined to press the issue. For instance, they are questioning why the hallway door between the library and the washrooms can’t be locked and only accessed upon request. Not only is locking a hallway leading to washrooms in a public building inappropriate, but this specific hallway must remain accessible as it contains both the water fountain and emergency defibrillator.  The Library will begin tours for any members of the public wishing to view the new branch. Board members are asked to reach out to Kelley England directly for a tour. All tours will be conducted following established COVID-19 protocols to ensure the health and safety of all involved.

3.2	<p><b>COVID-19 Phase 2 Stage 3 Library Reopening Plan - Verbal</b></p> <p>As reported most recently, all of York Region has moved into the ‘RED’ or ‘Controlled’ stage, according to the province’s new response framework. At this level, the Library is able to continue to offer curbside pickup. Prior to this, and in anticipation of the province’s possible loosening of restrictions, the Township’s Recovery Group conducted a facility audit of the Nobleton branch (proposed first branch to open to the public), and were quite impressed by the actions taken by Library staff to ensure the building meets all COVID-19 requirements and protocols. However, in light of the rapidly increasing cases of COVID-19 in both York Region and the province, we have decided to postpone the opening of the Nobleton branch to the public indefinitely.</p>
4.	<p><b>Correspondence</b></p>
4.1	<p>Received from FOPL Re: Annual Renewal &amp; Year-end Overview</p>
4.2	<p>Received from FOPL Re: Annual Renewal First Nations Public Sponsorship</p>
	<p><b>Motion 2020-11-03: Correspondence</b></p> <p><i>Moved by Phyllis Vernon, seconded by Councillor David Boyd, that the Board receive the correspondence as presented. Carried.</i></p>
5.	<p><b>Finance Reports</b></p>
5.1	<p><b>Monthly Financial Report to October 31, 2020 &amp; Year-to-date Financial Statement</b></p> <p>Adele Reid reviewed the Financial Report for October and reported on the year-to-date financial statement.</p> <p><b>Motion 2020-11-04: Monthly Financial Report to October 31, 2020 &amp; Year-to-date Financial Statement</b></p> <p><i>Moved by Councillor David Boyd, seconded by Councillor Jordan Cescolini, that the monthly financial reports and year-to-date financial statement be received for information as presented. Carried.</i></p>
6.	<p><b>Policy Review &amp; Development</b></p>
6.1	<p>Ø</p>
7.	<p><b>Staff Reports</b></p>
7.1	<p><b>Programming, Community Engagement &amp; Marketing Report and Content &amp; Information – Technology Report</b></p>
7.2	<p>The Programming, Community Engagement &amp; Marketing report and the Content &amp; Information Technology report (for the period of October 17, 2020 – November 13, 2020) were presented by the respective managers and received for information.</p>
	<p><b>Motion 2020-11-05: Staff Reports – October 2020</b></p> <p><i>Moved by Councillor David Boyd seconded by Councillor Jordan Cescolini, that the Board receive all staff reports as presented for November 2020. Carried.</i></p>

**8. New Business**

**8.1 2021 Draft Budget**

The Board reviewed the 2021 Draft Budget. The CEO reported that the Township's new Director of Finance, Peggy Tollett, encouraged the Library to maintain the request previously forecasted, with the exception of the staff-related program change, as she was still able to meet Council's overall budget directive. Accordingly, the Board agreed to support the ~5% increase, recognizing that it is easier to maintain service levels with small annual incremental increases. It was recognized that while the Library's percent increase is higher than Council's directive, the dollar amount is not prohibitive due to the smaller overall funding envelope.

Staff presented a list of possible reductions in response to Councillor Boyd's request so that he and Councillor Cescolini will be prepared at the Council budget meeting in case that becomes necessary.

As part of the budget discussion, the recruitment challenges we have been experiencing were acknowledged. This issue is due to our lower compensation levels when compared to neighbouring GTA library systems as well as our reliance on part-time public service staff. Councillor Cescolini appreciated our challenges and encouraged staff to create more full-time positions whenever possible, while trying to maintain the existing funding envelope.

**Motion 2020-11-06: 2021 Draft Budget**

*Moved by Phyllis Vernon, seconded by Councillor Jordan Cescolini, that the Board:*

- 1. Receive the 2021 budget recommendation.*
- 2. Approve the 5% budget increase in principal. Carried.*

**9. Adjournment**

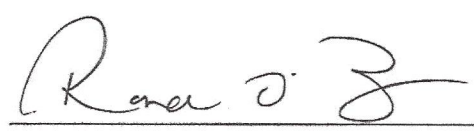
**Motion 2020-11-07: Adjournment**

*Moved by Phyllis Vernon, seconded by Councillor David Boyd, that the meeting be adjourned. Carried.*

The meeting adjourned at 7:04 p.m.



*Chair*



*Chief Executive Officer*

January 19, 2021 | 1:43 PM EST

*Date*