

**Public Library Board of Trustees  
City of Peterborough  
June 28, 2016**



**Minutes of a Meeting of the Public Library Board of Trustees Held on  
June 28, 2016 at the DelaFosse Branch, 729 Park Street.**

The meeting of the Public Library Board of Trustees was called to order at 7:02 p.m. at the DelaFosse branch, 729 Park Street.

**Present:**

Paul Stern, Chair  
Leslie Woolcott  
Barb Connor  
Steven MacDonald  
Eric Prevost  
Teresa Kerr, Vice Chair  
Mauro DiCarlo  
Councillor Riel (7:06 p.m.)  
Councillor Baldwin (7:30 p.m.)

**Staff:**

Natalie Garnett, Deputy Clerk  
Jennifer Jones, Head Librarian  
Ken Doherty, Director of Community Services (7:06 p.m.)

**Minutes – May 31, 2016**

Moved by Steven MacDonald

**That the minutes of the Public Library Board of Trustees meeting held on May 31, 2016 be approved as amended.**

“CARRIED”

**Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

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**Consent Agenda**

No items were approved as part of the Consent Agenda.

**2015 Draft Financial Statements**  
**Collins Barrow**

Richard Steinginga, auditor, Collins Barrow, attended the meeting and provided an overview of the 2015 Draft Financial Statements for the Library.

Moved by Teresa Kerr

**That the Library Board approve the 2015 Draft Financial Statements as presented.**

“CARRIED”

Mr. Steinginga left the meeting at 7:52 p.m.

**Director of Community Services**  
**Acting Library Manager/CEO**  
**Report PPL16-029**  
**Draft 2017 Budget**

Moved by Barb Connor

**That the Library Board receive the presentation on Report PPL16-029, dated June 28, 2016 of the Director of Community Services and Acting Library Manager/CEO.**

“CARRIED”

Further discussion on the budget strategy was tabled until agenda items 5 to 8 were completed.

Mauro DiCarlo left the meeting at 8:09 p.m.

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**Acting Library Manager/CEO**  
**Report PPL16-026**  
**Acting Library Manager/CEO Report June 2016**

Moved by Steven MacDonald

**That the Library Board approve Report PPL16-026, dated June 28, 2016 of the Acting Manager/CEO, as follows:**

**That Report PPL16-026 of the Acting Library Manager/CEO be received for information.**

**"CARRIED"**

Eric Prevost left the meeting at 8:32 p.m. and returned at 8:36 p.m.

**Acting Library Manager/CEO**  
**Report PPL16-027**  
**Enhanced Library Hours 2017**

Moved by Eric Prevost

**That the Library Board approves the recommendation outlined in Report PPL-16-027 dated 28 June, 2016, as follows:**

- a) **That the proposed changes to the Peterborough Public Library's standard operating hours as outlined in Option B, specifically that during Regular hours, Monday to Friday hours be extended to 9:00 a.m. to 8:00 p.m.; that Saturday hours remain the same at 10:00 a.m. to 5:00 p.m.; and that Sunday hours be expanded to 1:00 to 5:00 p.m.; and that during Summer Hours Monday to Friday be extended from 9:00 a.m. to 7:00 p.m.; that Saturday hours remain the same at 10:00 a.m. to 5:00 p.m.; and that Sunday hours be expanded to 1:00 to 5:00 p.m., be approved, subject to confirmation of additional approved funding in the 2017 operating budget.**
- b) **That the proposed hours come into effect when Library activities resume at the Main Branch of the Library following the successful completion of the expansion project.**

**"CARRIED"**

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**Director of Community Services**

**Report PPL16-028**

**Meeting of the Joint Library Board/City Committee, June 22, 2016**

The Chair left the meeting at 8:42 p.m. and returned at 8:45 p.m. In his absence Teresa Kerr, Vice Chair, assumed the Chair.

Moved by Steven MacDonald

**That the Library Board approve Report PPL16-028, dated June 28, 2016 of the Director of Community Services, as follows:**

- a) **That the draft Minutes of the Committee meeting held on June 22, 2016 be received for information;**
- b) **That Sandra Clancy be appointed as Interim Treasurer until the Memorandum of Understanding is approved and signed;**
- c) **That a draft Letter of Intent as distributed be approved in principle.**

“CARRIED”

**Acting Library Manager/CEO**

**Report PPL16-030**

**Security Services for the Library**

Moved by Councillor Baldwin

**That the Library Board approve Report PPL16-030, dated June 28, 2016 of the Acting Library Manager/CEO, as follows:**

- a) **That security services be contracted for the Library for the Aylmer Street location for evenings and weekends once renovations are complete and operations have resumed on site in 2017;**
- b) **That additional funds be set aside for staff training on conflict resolution and de-escalation; and,**

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- c) **That this security solution be operated as a one year pilot project subject to budgetary approval**

"CARRIED"

The Library Board returned to item 4 which had been tabled earlier in the evening.

**Director of Community Services**  
**Acting Library Manager/CEO**  
**Report PPL16-029**  
**Draft 2017 Budget**

Moved by Eric Prevost

**That the Library Board approve the budget strategy as presented, the proposed implementation of Enhanced Hours of Operation and the introduction of a Pilot Security Solution.**

"CARRIED"

**Other Business**

Discussion was held regarding the signage at the Library building at 345 Aylmer Street North.

**Next Meeting**

The Chair indicated that the next Board meeting will be held on September 27, 2016.

**Adjournment**

Moved by Eric Prevost

**That this meeting of the Public Library Board of Trustees adjourn at 9:25 p.m.**

"CARRIED"

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Natalie Garnett  
Deputy Clerk

Paul Stern  
Chair