

**Public Library Board of Trustees
City of Peterborough
June 28, 2016
Draft Minutes Not Approved**



**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