



## **Aurora Public Library Board**

### **MINUTES of MEETING**

**Wednesday, October 17, 2018**

The Aurora Public Library Board held its regular meeting on Wednesday, October 17, 2018 in the Marjorie Andrews Room of the Aurora Public Library, 15145 Yonge Street, Aurora, Ontario.

Present: Elaine Copsey, Nancy Eveleigh Browne (Chair), C. Jan Freedman, Rino Roncadin, Councillor Harold Kim, Councillor Paul Pirri, Greg Smith (Vice Chair)

Regrets: Tom Connor, Councillor Sandra Humfryes

Guests: Councillor Tom Mrakas

Chief Executive Officer: Bruce Gorman

Staff: Reccia Mandelcorn, Manager, Community Collaboration; Jodi Marr, Manager, Customer Opportunity; Ashley Nunn-Smith, Manager of Content, Access and Innovation; Maida Rae, HR Coordinator/EA/Recorder; Julie Rocca, Business Manager, Khuan Seow, Manager, Technology & Operations Support

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The Chair called the meeting to order at 07:02 p.m.

#### **1. Adoption of amended Agenda**

MOTION: **18.08.79**  
Moved by: G. Smith  
Seconded by: J. Freedman  
CARRIED

**THAT** the amended Agenda be adopted.

There will be two verbal reports added to the agenda: Repeal of Bill 148 and Library Workers Day October 19.

The Chair welcomed Bruce Gorman to Aurora Public Library.

*Councillor Harold Kim arrived at 7:03 p.m.*

#### **2. Disclosure of Interest**

There were no disclosures of interest.

**3. Approval of Minutes:**

.1 Regular meeting of July 25, 2018.

MOTION: **18.08.80**  
Moved by: G. Smith  
Seconded by: E. Copsey  
CARRIED

**THAT** the Minutes of the July 25, 2018 meeting be approved.

**4. Correspondence**

Copies of correspondence were circulated for information.

.1 Minister Sylvia Jones July 26, 2018  
Ministry of Tourism, Culture and Sport  
Re: Appointment to Cabinet as Minister of Tourism, Culture and Sport

MOTION: **18.08.81**  
Moved by: Councillor P. Pirri  
Seconded by: G. Smith  
CARRIED

**THAT** the correspondence be received as information.

**5. Reports**

.1 ***Second Quarter Operations Report SR2018.25***

A staff report was issued prior to the meeting.

MOTION: **18.08.82**  
Moved by: R. Roncadin  
Seconded by: J. Freedman  
CARRIED

**THAT** the Second Quarter Operations Report to June 30, 2018 be received as information.

.2 ***Second Quarter Use Indicators Report SR2018.26***

A staff report was issued prior to the meeting.

MOTION: **18.08.83**  
Moved by: R. Roncadin  
Seconded by: Councillor H. Kim  
CARRIED

**THAT** the Aurora Public Library Board receives the *Second Quarter Use Indicators Report to June 30, 2018* as information.

.3 ***2018 Mid-Year Financial Report SR2018.27***

A staff report was issued prior to the meeting.

MOTION: **18.08.84**  
Moved by: R. Roncadin  
Seconded by: J. Freedman  
CARRIED

**THAT** the *Aurora Public Library Financial Statement for the period ending June 30, 2018* be received.

**.4 Third Quarter Operations Report SR2018.28**

A staff report was issued prior to the meeting.

MOTION: **18.08.85**

Moved by: R. Roncadin

Seconded by: Councillor P. Pirri

CARRIED

**THAT** the Third Quarter Operations Report to September 30, 2018 be received as information.

**.5 Third Quarter Use Indicators Report SR2018.29**

A staff report was issued prior to the meeting.

MOTION: **18.08.86**

Moved by: R. Roncadin

Seconded by: Councillor P. Pirri

CARRIED

**THAT** the Aurora Public Library Board receives the Third Quarter Use Indicators Report to September 30, 2018 as information.

**.6 Financial Report – for the period ending September 30, 2018 SR2018.30**

A staff report was issued prior to the meeting.

MOTION: **18.08.87**

Moved by: G. Smith

Seconded by: E. Copsey

CARRIED

**THAT** the Financial Statement for Aurora Public Library for the period ending September 30, 2018 be received.

**6. Items for Consideration**

**.1 2019 Library Board Meeting Schedule SR2018.31**

A staff report was issued prior to the meeting.

MOTION: **18.08.88**

Moved by: Councillor P. Pirri

Seconded by: J. Freedman

CARRIED

**THAT** the *2019 Library Board Meeting Schedule* be approved.

*Councillor Tom Mrakas arrived at 7:16 p.m.*

**.2 Development Charges Usage Report SR2018.32**

A staff report was issued prior to the meeting.

MOTION: **18.08.89**

Moved by: Councillor P. Pirri

Seconded by: Councillor H. Kim

DEFEATED

**THAT** the Board approved a development charge usage study for an architectural design/structural assessment of the following areas of the Aurora Public Library facility:

- Basement
- Existing staff space
- Teen area

- External space (2<sup>nd</sup> floor north)
- Library foyer (including existing meeting rooms, external space and food service)
- Open area on second floor
- Young readers' room
- Mezzanine/loft (2<sup>nd</sup> floor south), and

**THAT** the Board approve a budget not to exceed \$70,000.

MOTION: **18.08.90**

Moved by: Councillor P. Pirri

Seconded by: G. Smith

CARRIED

**THAT** the Development Charges Usage Report be referred back to staff

**.3 Drug and Alcohol Free Workplace Policy Report SR2018.33**

A staff report was issued prior to the meeting.

MOTION: **18.08.91**

Moved by: E. Copsey

Seconded by: R. Roncadin

CARRIED

**THAT** the revised Drug and Alcohol Free Workplace Policy dated October 17, 2018 be approved.

## **7. Library Development**

### **.1 APL Space Improvement Project:**

The interior library renovations began October 1, 2018. The project is on time, on budget with no issues identified to date. Library Management have scheduled biweekly meetings with the construction management company and the architect to review progress.

### **.2 Library Square Discussion**

B. Gorman and Town CAO D. Nadorozny have discussed opportunities for Aurora Public Library to be an integral part of a vibrant Library Square. Parking has been identified as an ongoing and longstanding issue. The Town and the Library will undertake a traffic density study for the area, sharing study costs equally.

### **.3 Extending Operating Hours**

B. Gorman is working on a report to extend library operating hours, specifically for Monday mornings, Fridays until 6 p.m., and Sundays. The Board will be presented with a report that includes justification for extending hours as well as the financial and staffing implications.

.4 Repeal Bill 148

Library staff are following this issue closely and will abide by any new/existing legislation.

.5 Library Workers Day

Library Workers Day will be Friday, October 19, 2018. Library Management will recognize staff on Friday, including sharing a letter of thanks and appreciation from the Board Chair and Town of Aurora Mayor's office.

MOTION: **18.08.92**  
Moved by: R. Roncadin  
Seconded: Councillor P. Pirri  
CARRIED

**THAT** the verbal reports be received as information.

**8. Member Announcements**

G. Smith asked about the 2019 Library budget timeline. The municipal election delays the budget process for this coming year. It was confirmed that it will be reviewed by the Aurora Public Library Board Finance sub-committee prior to review by the Board.

The Aurora Film Circuit will be making a \$5000 donation to APL at their upcoming screening. B. Gorman and N. Eveleigh Browne will attend the screening and receive the cheque. A representative from the Aurora Film Circuit will also attend the November Board meeting to make an official cheque presentation.

There is a SOLS Trustee meeting on Saturday, November 3 in Whitby. R. Roncadin is unable to attend.

**9. Date of Next Meeting**

The next meeting is scheduled for Wednesday, November 21, 2018 at 7:00 p.m.

**10. Adjournment**

MOTION: **18.08.93**  
Moved by: J. Freedman  
Seconded by: Councillor P. Pirri  
CARRIED

**THAT** the meeting be adjourned at 8:25 p.m.

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N. Eveleigh Browne  
Chair

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B. Gorman  
Chief Executive Officer