

The meeting of the Windsor Public Library Board was called to order by the Chair at 4:35 p.m. on January 26, 2011 at Central Library, Board Room, 850 Ouellette Avenue.

Present: Andrew McAvoy, Chair
Ronald Bertram
Councillor Alan Halberstadt
Lorena Shepley
Jim Stuart

Regrets: Ray Guillet

Absent: Maxine Jones

CALL TO ORDER

The meeting was called to order by the Chair at 4:35 p.m.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

MOTION TO APPROVE AGENDA

2011/03 MOTION by R. Bertram, SECONDED by J. Stuart to approve the agenda. CARRIED

PRESENTATIONS TO THE BOARD

None.

DELEGATIONS TO THE BOARD

None.

Acknowledgement

Andrew McAvoy acknowledged Ken Parent, Building Operations Manager, for his many years of service at the Windsor Public Library. On behalf of the Windsor Public Library Board, Andrew presented Ken with a token of the Board's appreciation on his retirement. Andrew expressed to Ken that the Board, staff and the citizens of Windsor appreciated his many years of dedicated service.

COMMUNICATIONS

- Letter to the Federation of Ontario Public Libraries
For Board Information

Windsor Public Library Board Meeting Minutes January 26, 2011

MINUTES

2011/04 MOTION by Councillor A. Halberstadt, SECONDED by L. Shepley to approve the minutes of Board Meeting December 15, 2010. CARRIED

BUSINESS ARISING

- **Master Facilities Plan**

Administrative staff and representatives from the City Planning Department met in December 2010 and January 2011 to formulate a process for completion of the Windsor Public Library Facilities Master Plan. Much of the information required for the plan already exists and both WPL and city staff will work to assemble format and package it appropriately. Consensus is that the final Facilities Master Plan - incorporating public comment - be drafted by a consultant with experience and knowledge of public library systems. As the bulk of the preliminary work will have been handled by administrative staff, the cost will be considerably reduced. A draft RFP has been produced for referral to the appropriate WPL Board committee for discussion and action.

2011/05 MOTION by Councillor A. Halberstadt, SECONDED by R. Bertram to refer the Master Facilities Plan RFP to the Marketing /Strategic Priorities Committee. CARRIED

- **Fundraising RFP**

In June 2010, the Windsor Public Library Board instructed administration to prepare an RFP to solicit fund raising services for Windsor Public Library. At the December 2010 WPL Board meeting, administration was asked to provide an update on the process at the January 2011 meeting. A draft RFP has been produced for referral to the appropriate WPL Board committee for discussion and action. The proposal calls for a feasibility study to determine to what degree a fund raising campaign is achievable, the components required to implement a campaign and the resources and start-up costs required.

2011/06 MOTION by Councillor A. Halberstadt, SECONDED by L. Shepley that the Fundraising RFP be referred to the Marketing /Strategic Priorities Committee. CARRIED

COMMITTEE REPORTS

- **Finance Committee**

2011/07 MOTION by L. Shepley, SECONDED by R. Bertram that the Board accept the report and recommendation of the Finance Committee. CARRIED

Windsor Public Library Board Meeting Minutes January 26, 2011

CONSENT AGENDA

• **CEO Report**

2011/08 MOTION by J. Stuart, SECONDED by R. Bertram that a report on computer usage across the system for after school hours be brought back to the February Board Meeting. CARRIED

2011/09 MOTION by J. Stuart, SECONDED by R. Bertram that the CEO Report be received. CARRIED

• **News Articles and News Releases**

Received for Information

NEW BUSINESS

None.

BOARD QUESTIONS TO THE CEO

None.

BOARD QUESTIONS TO THE CHAIR

None.

IN CAMERA

2011/10 MOTION by R. Bertram, SECONDED by L. Shepley to convene In Camera. CARRIED

2011/11 MOTION by R. Bertram, SECONDED by Councillor A. Halberstadt to return to open session. CARRIED

ADJOURNMENT

2011/12 MOTION by R. Bertram, SECONDED by Councillor A. Halberstadt to adjourn the meeting at 6:05 p.m. CARRIED

Approved:

Chair

Secretary-Treasurer