

# Whitby Public Library Board Minutes

**Date:** Nov 20, 2024

**Time:** 7:00 p.m.

**Place:** Board Room, Central Library

**Present:**

Lorraine Gray (Chair)

Liam Nichols

Kate Campbell

Art Maki

Peter Creer

Geoff Anderson

Niki Lundquist

Akhil Kapoor

Maria McDonnell

**Regrets:**

none

**Also Present:**

Rhonda Jessup, CEO

Donna Bolton-Steele, Director, Community and Service Development

Michelle Frenette, Director, Corporate Services

Christy Harper, Director, Technology and Operations

Mandy Beaton, Finance and Administration Associate

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## 1. Call to Order/Approval of Agenda

Meeting was called to order at 7:06 p.m.

## 2. Declaration of Conflict of Interest

No conflict of interest was declared.

## 3. Consent Agenda Items

Moved by Geoff Anderson

Seconded by Peter Creer

That the Consent Agenda items be approved as distributed.

CARRIED

#### **4. Chief Executive Officer's Report**

Rhonda Jessup reported that the Town of Whitby's new warming shelter will be at St. Andrews Presbyterian Church at 209 Cochrane St, Whitby which will have 20 spots available that include cots and opens Dec 1<sup>st</sup>. Whitby Public Library will be involved with the Town's new signature event in July of 2025. Rhonda met with Lisa Brant, the new Senior Manager of Customer Service at the Town of Whitby. The Clerks office and the Treasury office will be merging at the Town. Whitby Public Library's new winter program guides were distributed and were received well by the Board members.

#### **5. Councillor's Report**

The Town's new signature event is expected to bring more people downtown this summer. There will be a tourist kiosk set up at the waterfront this summer, it would be a good idea for the library to stock some informational material there as well. There may be an increased demand on Brooklin library services coming up in the future for as capacity for new builds will increase in the area. This is Niki Lundquist's last Board meeting with Whitby Public Library. She shared that she has very much enjoyed her time spent serving on this Board.

#### **6. Business Arising from Previous Minutes**

##### **a) Budget update**

Rhonda Jessup shared that the budget which was passed by the Board last month went to the Mayor, who is implementing strong Mayor powers this year to present multi-year budgets. There are significant budget pressures for 2025. There was discussion about the financial impact of eliminating overdue fines. Ultimately, it would be up to the Board to decide on how to address any budget cuts, if it comes to that. Library management is prepared with this detailed list, if required.

#### **7. New Business**

##### **a) Community Survey Preliminary Results**

Jaclyn Derlatka, Manager of Strategic Initiatives, presented the Board with a high-level snapshot of the Forum Research preliminary survey results. A full report will be presented at the January Board meeting. The survey's goal was to learn about our user demographics and preferences within our community. They measured active, lapsed and non-users of the WPL and the net promoter score was very positive overall. The main uses of the Library are for space usage, borrowing items and accessing digital content. The

topic of barriers to library users was also addressed in the survey. Overall, Whitby residents believe that the library is a good use of their tax dollars and that it is valuable in the community, it has strong goodwill.

**b) Ontario Library Service Board Assembly**

Liam Nichols reported that this meeting consisted of libraries that served populations of 75K and over. There was discussion on developing policies on Library Boards and it was noted that WPL is in good shape in this regard. Development charges were discussed regarding how they impact libraries and how to feasibly collect these charges from developers. The topic of homelessness was also discussed and these libraries reported seeing a decrease in issues related to this topic. Intellectual freedom was noted to not yet have presented major challenges across the province.

**c) Fees Policy**

That the Fees Policy be passed, with amendments made to it, as distributed.

Moved by Geoff Anderson

Seconded by Art Maki

There was group discussion on the fact that these fees are in line with most libraries across the province and it was noted that the WPL has some unique services that it provides in this regard. Non-resident fees were discussed.

CARRIED

**d) Reserves Fund Policy**

That the Reserves Fund Policy be passed, as distributed.

Moved by Peter Creer

Seconded by Geoff Anderson

CARRIED

**e) Sponsorship Policy**

That the Sponsorship Policy be passed, as distributed.

Moved by Liam Nichols

Seconded by Kate Campbell

CARRIED

**f) HR Committee Update**

Peter Creer shared that the HR Committee is focused on the CEO evaluation and getting it back on track, which will be done in the early part of 2025.

Rhonda Jessup and Peter Creer met, during which time Rhonda provided her self-evaluation. The HR Committee is preparing to send out the CEO evaluation survey to Board members which must be completed in November/December so that it can be collated and reported on at the January meeting.

It was recognized that this was Donna Bolton-Steele’s last Board meeting, as she is retiring in December. She expressed her thanks and gratitude for the years spent working at WPL.

Motion to go in camera at 8:13 p.m.

Moved by Niki Lundquist  
Seconded by Geoff Anderson

CARRIED

**g) Personnel Matter (in camera)**

Moved to go out of camera at 8:36 p.m.

Moved by Kate Campbell  
Seconded by Geoff Anderson

CARRIED

**8. Next Meeting**

The next meeting will be held on Wednesday, January 15, 2025, at 7:00 p.m., in the Board Room, Central Library, 405 Dundas Street West, Whitby

**9. Adjournment**

The meeting adjourned at 8:37 p.m. on a motion by Akhil Kapoor.

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Board Chair

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Secretary