

Whitby Public Library Board Minutes

Date: Jun 18, 2025

Time: 7:00 p.m.

Place: Board Room, Central Library

Present:

Lorraine Gray (Chair)

Liam Nichols

Art Maki

Geoff Anderson

Maria McDonnell

Peter Creer

Akhil Kapoor

Kate Campbell (joined virtually at 7:49pm)

Chris Leahy (joined virtually at 7:59pm)

Regrets:

None

Also Present:

Rhonda Jessup, Chief Executive Officer

Joel Sutherland, Director, Community and Service Development

Michelle Frenette, Director, Corporate Services

Christy Harper, Director, Technology and Operations

Mandy Beaton, Finance and Administration Associate

1. Call to Order/Approval of Agenda

Meeting was called to order at 7:05 p.m.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Steve Stewart, Partner Audit & Assurance Public Sector, Deloitte LLP

a) 2024 Audit

Steve Stewart presented the findings of Whitby Public Library's 2024 audit, including the financial statements, executive summary, audit risks, communication requirements and other reportable matters, management representation letter, internal controls and subsequent events. He discussed the accounting rules under which the audit was performed and reported that no adjustments were necessary.

Moved by Art Maki

Seconded by Geoff Anderson

That the 2024 audit of the Whitby Public Library be accepted as presented.

CARRIED

4. Consent Agenda Items

Moved by Maria McDonnell

Seconded by Art Maki

That the Consent Agenda items be approved as distributed.

CARRIED

5. Chief Executive Officer's Report

Rhonda offered her congratulations to Mandy Beaton for her work on the successful completion of the 2024 financial audit.

Summer students have begun their work at the Library. WPL has received the maximum amount available for funding of these summer students from Young Canada Works.

TD Summer Reading Club has started up this year, which includes a staff reading contest.

WPL has launched its new library card sign up campaign which is going well. They have also migrated their time and attendance record management to their payroll provider so that the two systems are now integrated.

There is a Canadian Urban Libraries Council (CULC) survey being conducted on the social impact of libraries. McMaster University is also conducting a study on the topic of emotional resilience in libraries.

Drag Queen Storytime was a great success and the children who attended had a fun time. Mayor Roy and MP Turnbull also attended.

6. Councillor's Report

Deferred to the next Board meeting.

7. Business Arising from Previous Minutes

None at this time.

8. New Business

a) Advocacy Meeting with Mayor Roy (L. Gray)

Lorraine discussed with Mayor Roy WPL's priorities and objectives, with an emphasis on the upcoming budget season. She explained the reasoning behind the library Board having voted to eliminate late fines for patrons. The value of the library to the community was highlighted, especially during a time of economic downturn. Lorraine explained how the Library is playing its role in analyzing cost-saving opportunities.

The Library continues to work towards aligning its goals with the Town's and looks forward to keeping these discussions moving forward. A core services review being conducted by Town departments was discussed.

There is a plan to institute our own efficiency review within our organization. WPL's aim is to be proactive in demonstrating cost prudence.

b) Board Code of Conduct Policy (motion)

Moved by Peter Creer

Seconded by Art Maki

That the Board Code of Conduct Policy be approved as distributed.

CARRIED

c) Rules of Conduct Policy (motion)

This policy is reviewed every 3 years. This is the most significant update that has taken place for this policy in the past 10 years. It was developed in consultation with other Durham Region libraries, to reflect the current needs of the library.

Moved by Art Maki

Seconded by Akhil Kapoor

That the Rules of Conduct Policy be approved as distributed.

CARRIED

d) OLS Board Assembly Update (M. McDonnell)

The Ontario Library Service (OLS) Board Assembly Spring meeting took place on June 10th. It is an organization that supports public library boards who represent over

75,000 residents. Maria noted there were fewer attendees at this assembly than she had expected.

A library basics micro-learning video series was offered to Board members at this meeting, which will be shared by Maria to the other WPL Board members. This is also a resource for providing staff training.

There is also a virtual conference coming up for this organization, Rhonda sent out information on this.

The June 10th meeting included interesting roundtable topics of discussion, including fundraising, Strong Mayor's Powers and budgeting.

Library sponsorship policies, "Friends of ___ Library" donations and book sales were also discussed, as this may be needed due to upcoming funding cuts for libraries.

This group will meet again in the fall; Maria is planning to attend.

On a separate topic, Lorraine Gray announced that she will be joining both the Lakeridge Health and Ontario Tech University Board of Directors and will therefore be stepping down from this Board at the end of 2025. The other Board members and WPL staff present at the meeting offered their congratulations and thanks to Lorraine.

9. Next Meeting

The next meeting will be held on Wednesday, September 17, 2025, at 7:00 p.m., in the Board Room, Central Library, 405 Dundas Street West, Whitby

10. Adjournment

The meeting adjourned at 8:07 p.m. on a motion by Maria McDonnell.

Board Chair

Secretary