



TOWN OF COLLINGWOOD

COLLINGWOOD PUBLIC LIBRARY BOARD

October 24, 2024, 8:30 a.m.

FreeSchools World Literacy Community Room and by Videoconference
Collingwood Public Library, First Floor, 55 Ste. Marie Street, Collingwood

Members Present: Mariane McLeod, Chair
 Donna Mansfield, Vice-Chair
 Allison Hunwicks
 Charles Levine
 Steve Perry, Council Appointee

Members Absent: Courtney Squires

Staff Present: Ashley Kulchycki, Library CEO
 Jenny Haines, Administrative Coordinator

1. **Call to Order**

Chair McLeod called the meeting to order at 8:31 a.m. and provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

2. **Adoption of the Agenda**

LIB-032-2024

Moved by: Donna Mansfield

Seconded by: Steve Perry

THAT the content of the Collingwood Public Library Board agenda for October 24, 2024, be adopted as presented.

CARRIED

3. **Declarations of Pecuniary Interest**

None.

4. **Adoption of Minutes**

LIB-033-2024

Moved by: Donna Mansfield

Seconded by: Steve Perry

Recommendation: THAT the minutes of the regular meeting of the Collingwood Public Library Board held on September 27, 2024 be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

5. Business Arising from the Previous Meeting

5.1 Draft 2025-2029 Strategic Plan

CEO Kulchycki confirmed that updates have been made based on comments received by the Board and that she is seeking final approval for the adoption of the 2025-2029 Strategic Plan as presented.

Member Levine questioned if consideration has been made to include acknowledging the potential joining of Library facilities with the Town of The Blue Mountains. Chair McLeod noted that the subsequent steps from the Multi-Use Recreation Feasibility Assessment (MURFA) is an 'actionable item' as part of a strategic direction regarding spaces. .

CEO Kulchycki confirmed that after the Board has approved the document, she will be presenting it to Council at an upcoming meeting in November.

LIB-034-2024

Moved by: Allison Hunwicks

Seconded by: Charles Levine

THAT the Collingwood Public Library Board approve the 2025-2029 Strategic Plan as presented.

CARRIED

6. Reports

6.1 Statistical Report

CEO Kulchycki noted that although on average, September is a slower month, the overall statistics are trending well. CEO Kulchycki answered questions from the Board regarding the larger number of visitors; the fewer number of room bookings; and clarification on the numbers presented regarding Wi-Fi use.

6.2 Financial Report

CEO Kulchycki provided a high-level review of the Capital Budget report noting contracted services and equipment expenses. CEO Kulchycki

reviewed the Operating Budget noting that the report is formatted differently; that it has been a strong revenue year; that there are areas with budget left to be spent; and that there are few areas in which invoices have yet to arrive.

CEO Kulchycki answered questions from Board members regarding the revenue from grants and which programs the funds were received from and clarification regarding the significant increase in donations since 2022.

6.3 Leadership Team Report

CEO Kulchycki briefed the Board on the Leadership Report confirming that the Library Board member recruitment has been posted. CEO Kulchycki noted that she was selected to present at the upcoming Ontario Library Association (OLA) conference in January along with Director Cubitt and their counterparts from the Town of The Blue Mountains regarding the MURFA.

CEO Kulchycki provided the Board with an update on the Library's Community Food Pantry confirming that even with a Simcoe County grant and monthly donations from a local church, the Library is barely able to keep up with the demand and is questioning the sustainability of this program.

CEO Kulchycki briefed the Board on the history of the program and how it evolved to how it is run today. Although volunteers fill the pantry multiple times a week, the administrative work falls to Staff. The time spent doing this work is not currently tracked, but could be obtained.

Library Board members discussed the various food banks in Town and noted the benefit of having one central location in order to truly see the need and demand. The Board confirmed that the quantitative data shows the need for this service and discussed whether there is a more appropriate owner, with the Library being a connector to the program, but no longer having it built into the Library's day-to-day business. The Board discussed alternative locations for this service. CEO Kulchycki confirmed that she would take the comments from the Board regarding the community food pantry for consideration.

Chair McLeod reminded the Board of the upcoming Joint Special Council Meeting with the Town of The Blue Mountains and the Town of Collingwood on Wednesday, October 30 at 5:00 p.m. regarding the Multi-Use Recreational Feasibility Assessment.

6.4 Approval of Reports

LIB-035-2024

Moved by: Charles Levine

Seconded by: Steve Perry

THAT the Collingwood Public Library Board approve the following reports as presented:

Statistical Report
Capital Financial Report
Operating Financial Report
Leadership Team Report

CARRIED

7. New Business

7.1 Policy review – Collection Development Policy

CEO Kulchycki provided the Board with an update on the changes made to the Collection Development Policy. CEO Kulchycki answered questions from the Board regarding Section 2.6 (f) and the use of the word 'severely' with suggestion to use plain language for clarity around the intention of the statement.

Member Levine left the meeting at this time.

CEO Kulchycki confirmed that there has been an increase in self-published material and that adding this component to the policy is the first step in ensuring the Library is addressing how self-published authors are received and added into the Library's collection. CEO Kulchycki confirmed that this topic is evolving and the parameters within the policy might progress.

LIB-036-2024

Moved by: Steve Perry

Seconded by: Allison Hunwicks

THAT the Collingwood Public Library Board approve the Collection Development Policy as presented with the exception of Section 2.6 (f);

AND THAT Staff provide clarity regarding the use of the word 'severely' in the Library's selection of self-published authors.

CARRIED

7.2 2024 Fees and Charges

CEO Kulchycki provided the Board with a high-level review of the 2025 Fees and Charges noting the Finance Department is proposing that all current fees be increased by a minimum of 2%. CEO Kulchycki answered questions from the Board regarding fees charged for the replacement of Library cards.

LIB-037-2024

Moved by: Donna Mansfield

Seconded by: Steve Perry

THAT the Collingwood Public Library Board approve the proposed fees and charges as outlined in Report #2024-04, as presented.

CARRIED

7.3 2025 Library Board Meeting Schedule - For Information

CEO Kulchyski confirmed that there will be no meeting in December 2024, unless a Special meeting regarding the MURFA final report if needed.

8. Other Business

None.

9. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on November 28, 2024, commencing at 8:30 a.m.

10. Adjournment

Moved by: Councillor Perry

THAT the meeting of the Collingwood Public Library Board be hereby adjourned at 9:24 a.m. **CARRIED**

Chair