



TOWN OF COLLINGWOOD

COLLINGWOOD PUBLIC LIBRARY BOARD

November 28, 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
Courtney Squires
Steve Perry, Council Appointee

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

Others: Dave McNalty, Manager, Fleet and Facilities

1. **Call to Order**

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

2. **Adoption of the Agenda**

LIB-038-2024

Moved by: Charles Levine

Seconded by: Donna Mansfield

THAT the content of the Collingwood Public Board Meeting agenda for Thursday, November 28, 2024, be adopted as presented.

CARRIED

3. **Declarations of Pecuniary Interest**

None.

4. **Adoption of Minutes**

LIB-039-2024

Moved by: Steve Perry

Seconded by: Charles Levine

THAT the minutes of the regular meeting of the Collingwood Public Library Board held on October 24, 2024 be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

5. Business Arising from the Previous Meeting

None.

6. In-Camera

6.1 Proceed In-Camera

LIB-040-2024

Moved by: Donna Mansfield

Seconded by: Steve Perry

THAT the Collingwood Public Library Board proceeds in camera in order to address a matter pertaining to:

a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value

Items for discussion: **Facility Update**

CARRIED

6.2 Rise from In-Camera

LIB-041-2024

Moved by: Steve Perry

Seconded by: Charles Levine

THAT the Collingwood Public Library Board rise from in-camera and return to open session

CARRIED

Manager McNalty left the meeting at this time.

7. Reports

7.1 Statistical Report

CEO Kulchycki provided the Board with a review of the Statistical Report for the period ending October 31, 2024 noting that the Library is ending the year with improved collection development statistics and that all other areas are showing consistency in numbers. CEO Kulchycki answered questions and received comments from the Board regarding current Staffing levels and if there is concern that the Library needs more Staff. CEO Kulchycki confirmed that at this time she is confident with the current Staff complement and that a service review is budgeted for 2026 which would provide a broad review of the Library services and Staffing needs.

7.2 Financial Report

Member Squires joined the meeting at this time.

CEO Kulchycki reviewed the Capital and Operating budget reports noting that the expense line-items have changed since the report was published and that the current numbers are on target. CEO Kulchycki answered questions from the Board regarding user fees; the Library security contract; capital expenses allocated for the work on the doors; revenue from art sales; and if the Library will spend their budget by the end of the year.

7.3 Leadership Team Report

CEO Kulchycki provided the Board with a high-level summary of the November 2024 Leadership Team Report and answered questions from the Board regarding how often the social worker is on site, whether the social worker documents their tasks and reports on how their time is spent at the Library, and if CEO Kulchycki has access to the details of the work the social worker is doing.

CEO Kulchycki provided an update on the Board member recruitment and confirmed that a new member will join the Board in January. CEO Kulchycki answered questions from the Board regarding the Multi-Use Recreation Facility Assessment (MURFA) noting that the consultants presented Council with a high-level summary of the outcome of the public engagement and that the final report will be coming forward with more detail.

CEO Kulchycki confirmed that there is no requirement to have a Board member as part of the Friends of the Library program and Member Levine noted that he is happy to volunteer if needed.

7.4 Approval of Reports

LIB-042-2024

Moved by: Allison Hunwicks

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

8. New Business

8.1 Policy Review - Circulation Policy

CEO Kulchycki briefed the Board on the changes made to the Circulation Policy. The Board discussed membership eligibility for patrons that do not have identification or permanent living situations. CEO Kulchycki confirmed that patrons who do not have a permanent address can still access resources via an access card allowing them to obtain 5 items.

LIB-043-2024

Moved by: Steve Perry

Seconded by: Charles Levine

THAT the Collingwood Public Library Board approve the above policies as presented.

CARRIED

8.2 2025 Closures

CEO Kulchycki confirmed that she has provided the Board with a report regarding the Library closures in 2025 for their information and awareness. CEO Kulchycki confirmed that there has been no concerns brought forward from patrons of the Library when the facility was closed in 2024.

8.3 2025 Budget

CEO Kulchycki provided the Board with an overview of the 2025 Budget process noting that the Town has moved into a program and services-based budget and that the second draft will be going forward to Council next week.

CEO Kulchycki confirmed that the Library's budget has been submitted and asked the Board to consider how they would like CEO Kulchycki to proceed if changes are requested by Council.

LIB-044-2024

Moved by: Charles Levine

Seconded by: Steve Perry

THAT the Collingwood Public Library Board approve the 2025 Operating Budget as presented;

AND THAT the Collingwood Public Library Board authorize the CEO to make changes if requested by Council up to 2% to line items not related to Staffing.

CARRIED

9. Other Business

Nil.

10. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on January 23, 2025, commencing at 8:30 a.m.

11. Adjournment

Moved by: Member Levine

THAT the meeting of the Collingwood Public Library Board be hereby adjourned at 9:44 a.m. **CARRIED.**

Chair