

Bracebridge Public Library Board Meeting
Tuesday, September 13, 2016 at 7 p.m.
MINUTES

Present: A. Freer (Chair), T. Barker, T. Henderson, L. Jacob, M. Mayes-Stewart, C.A. Robinson, P. Schofield, C. Wilson, and C. Rodney (CEO)

Regrets: B. Taylor

1. Call to Order by the Chair:

The meeting was called to order at 7:01 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda as amended for September 13, 2016

Moved by: T. Henderson seconded by C.A. Robinson. CARRIED

3. Delegation/guests:

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday September 13, 2016

Moved by: T. Henderson, seconded by M. Mayes-Stewart. CARRIED

5. Business Arising:

5.1 Staff Appreciation Dinner Committee: Thanks were extended to C.A. Robinson & C. Wilson for planning and hosting the dinner.

6. Correspondence:

6.1 Governance Workshop: A. Freer will be attending the upcoming workshop "Introduction to Governance" in Gravenhurst on Saturday October 22, 2016. Registration takes place at 8:00 am with the morning session beginning at 8:30. For those wishing to attend, the morning session fee is \$25 and the whole day fee is \$50.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library: The Friends had a busy summer with the Annual Strawberry Social, the completion and selling of the recently compiled cookbook, Midnight Madness and the Saturday Farmers Market book sales. Kudos go to Colleen Manary for all her hard work and dedication to the Friends of the Library as well as her many sessions at the Farmers Market.

7.2 Policy Committee – Facility Use #6 – Program Space:

There is now a program proposal form to be completed by anyone interested in providing a special program in the library. This will allow the library to be selective in choosing presenters and programs. The guiding question will be how the program aligns with and follows the purpose and principles of the library. This policy needs to be looked at more closely and should be reviewed again before approval.

8. CEO Report: At the Regional Libraries meeting attended by the CEO at the Bradford West Gwillimbury Library, the host library talked about how a joint facility was originally planned but the final decision was a stand-alone building on the same site. C. Rodney has toured other libraries as part of the annual OLA Conference, such as the Waterdown Branch of Hamilton Public Library which is interesting in that it has no elevators in spite of being multi-level. Caroline Goulding has moved to Fort Francis where she will be the library CEO. On behalf of the Board, A. Freer wrote a letter of commendation and thanked for her work in the Bracebridge Library. Ashleigh Whipp has been hired as the Children &

Youth Services Librarian and comes with significant library experience in the Caledon and Waterloo Region.

9. Financial Report:

9.1 Budget Variance report for August 2016 distributed:

This report is not a quarterly report and no motion was required. The annual mandatory survey upon which our yearly operating grant from the province is based will be completed by October 31. District IT services seem costly but the alternative is to hire a designated IT person who could cost as much with less staff back-up. The library was informed by the Town's CAO that pay equity will be examined by the end of the year. Library pay equity will be part of this process and is expected to cost the library around \$5000. Foundation work to curtail leaks will be done around the end of September or the beginning of October. The unsafe walkway will be replaced as well as carpet in the downstairs area before the end of the year.

10. New Business:

10.1 Ontario Human Rights and AODA training requirement

<http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>

Board members watched this 20 minute video at the end of the meeting, a training requirement of the AODA. Staff will view the same video at the next staff meeting.

10.2 Annual Institute on the Library as Place

This one-day conference was attended by the CEO. The key note speaker from Oxford Properties Group provided some interesting correlations between the retail and library experience. Chapters has been used as a model for libraries allowing food and drink while patrons browse and using displays similar to retail merchandising. A session on "How to Be Shovel Ready" encompassed a lot of information that we already know: the library has become a major community hub; it is important to get the "community" to tell you what they want to see in their library; the library influences people choosing to come into the community.

10.3 New Children & Youth Services Librarian

See CEO report.

10.4 Joint Facility Tours: August 23, 2016

Participants in the tour were Board members L. Jacob, P Schofield, A. Freer and CEO C. Rodney. Keswick Public Library was visited in the morning and Whitchurch-Stouffville in the afternoon. This gave ample time for in-depth talks with the CEO's and tours of the facilities as to the advantages of joint facilities and some of the design features to avoid. The research report is appended to the minutes.

10.5 Vaughan Public Library

A. Freer referred to a September 9, 2016 article in the Globe&Mail on the Vaughan Civic Centre Resource Library which is the newest of three libraries in the system. A handout describes how the building's *"dynamic, multifunctional spaces embody the library's transformation from a place of solitude and reflection to one of social connection and creative discovery."* It is interesting to note that Vaughan's libraries hold 448,802 books and e-books and e-audiobooks account for only 1.8% of circulation.

11. Date of Next Meeting: Tuesday, October 11, 2016, 7 p.m.

12. Adjournment declared by the Chair: 9:30 pm.

**Research re Combined Sports and Library Facilities
Visits to Keswick and Stouffville August 23, 2016**

Bracebridge Public Library Board members: A. Freer, L. Jacob P. Schofield and CEO C. Rodney

The purpose of the visits was to ascertain the advantages and possible problems with a combined sports/library facility with regard to practical issues such as the community context for each site, location, age of the building, visibility and outdoor signage, parking, entrances, displays, meeting rooms, public washrooms, food services, and interactions.

Of particular importance is the context of each community: location, population, surrounding communities and amenities.

Keswick Public Library: 90 Wexford Drive, Tel: (905) 476-5762

Keswick is part of the Township of Georgina, the northernmost municipality in York Region. Keswick, Sutton, and Pefferlaw are the largest communities and there are seven other smaller communities. Population in Georgina has grown from 29,748 in 1991 to 43,517 in 2011. A large part of the increase is the migration from the Toronto area. A GO train station is a 20 minute commute. Georgina Township has three library branches located in Keswick, Pefferlaw and in Sutton (the Peter Gzowski Library).

The Keswick Library, 16,000 square feet in size, was built in 2002 with a 15 year build out for population increase. It was attached to an already existing "Ice Palace". The library is working towards 15,000 more feet to match the population increase since then. The 2011 census lists Keswick at 25,527.

The visibility and signage for both facilities from the street is good. There is a tower with prominent library signage. The tower was originally intended to be an elevator shaft to a second floor banquet room above the library. Heavy trusses were installed above the library for this eventuality which was later abandoned. The library consequently has a relatively low false ceiling with the trusses visible at the edges. The tower, with permission pending from the municipality, may be turned into a Friends of the Library cafe project. An original expansion space for the library was used as a literacy centre and now is rented to a commercial establishment.

Because this is a one story building, accessibility is good for those with mobility problems or using wheelchairs. Two doors at the corner separate entrances and exits. The entrance hall at the end leads to the arena through double closed doors. Public washrooms are situated in this entrance as well as vending machines. The library entrance is slightly recessed and accessed through double doors. Signage in this area needs some work. The situation would be improved by two electronic signs, one for the arena and one for the library.

Upon entering the 16,000 square foot Keswick Library, one is struck by its brightness and openness. Shelving is lower, AODA compliant and provides good sight lines. Display units invite browsing. Tube lighting (LED) is generous and provides good illumination for work spaces and collections. A disadvantage is the lack of program room within the library. The Keswick Library has

a small board room, insufficient in size, which doubles as a staff training room, a media room, a tutorial room and a quiet working space. The lack of meeting space may be due to when the library was built (2002). The change from a repository type of thinking about libraries to a people space is now a dominant purpose in libraries.

Possible difficulties in a joint facility involve patron expectations. Some parents think that a child may simply be dropped off at the library while another child is engaged in an arena activity. This can and should be covered by library and arena policies. Similarly, the behavior of youth "hanging out" in the library between tournament slots may create a problem for other library patrons. In the Keswick Library, arena security staff may be called but are generally reluctant to intervene.

Another concern is the transmission of noise by those using vending machines, by large groups using the entrance, and other extraneous sounds. Modern noise reduction technology can surely mitigate the situation.

In any joint use building, problems will occur but they can be largely prevented by anticipating problems in the design phase. Subsequently, clear policies will mitigate issues.

Whitchurch - Stouffville Public Library: 2 Park Drive Tel: (905) 642- 7323

The Whitchurch - Stouffville public Library is in the municipality of the same name which is a rapidly burgeoning area. The town of Stouffville is the major urban area. Population figures for Stouffville between 2006 and 2011 grew from 12, 411 to 24,886 and is now estimated to be 44,500. Stouffville has been identified as the third fastest growing community in Canada. By 2031 it is estimated that the population count will rise to 60,000.

The Whitchurch - Stouffville Public Library is the only library in this large municipality which also includes 15 other distinct communities. There are presently five large sports facilities available in the town. The joint Public Library and the Department of Leisure Services building was constructed in 2001. Parking was not well designed. The Leisure Centre has a 25 metre pool, hot tub, gym and fitness centre. Signage from the street is on the small size and not well placed. Entry is in the foyer of the Leisure Centre where vending machines, public washrooms, and the information desk for the Leisure Centre are located. This is a busy space with noise easily transmitted. Two meeting rooms are accessed from this area and are assigned by the Leisure Centre.

A corridor leads from this area to the library which is open to the foyer. Noise is thus a problem. Folding doors close off the corridor when the library is closed. The library is currently 13,292 square feet in size and is seriously undersized in relation to the growing population.

The library office area is located behind the foyer and the meeting rooms. The construction is reported to be studs and drywall. Because the meeting rooms have babysitting, exercise classes, and rent out the spaces for weekend birthday parties, the noise transference is substantial. The Library is given four Thursday evenings per month which simply does not accommodate flexible library programming or daytime use particularly for children.

When entering the library, rows of tall book shelves (no longer in compliance with AODA requirements) and inadequate pot lighting give a cramped, closed-in feeling. The library has tried its best to create work and reading spaces around the periphery. It recognizes that adult collections may pass muster but children's and youth collections do not.

Current plans call for a 16,000 square foot extension built around an open courtyard to bring in natural light. The new addition will provide more people spaces: study rooms, better office facilities, additional children's and teens' program and collection areas. Fortunately, the building abuts a park where expansion space is available. The library is also underfunded. In 2014, Stouffville had the lowest expenditure of 24 Ontario towns in its population category.

Bracebridge Public Library's Purpose Statement:

The Bracebridge Public Library is an essential community hub providing everyone with materials and experiences that open minds, explore our world, inspire discovery, entertain and foster lifelong learning.

Some important exterior takeaways gained in these visits are: visibility, a street and architectural presence, clear signage, appropriate entrances, parking and space for future expansion. Interior takeaways needed to fulfill the concept of the library as an essential community hub include: a meeting/board room, small tutorial and quiet study rooms within the library, adequate space for collections (both print and digital access), service offices, excellent lighting, a welcoming presence and other features of a twenty-first century library.

Conclusion:

A visit to two joint library/sport facilities does not answer all questions but it can be a guide to achieving complementary goals. Important technical considerations for a joint facility are visibility, architectural significance, ample parking, entrances and exits, well located common elements (washrooms, foyer, vending machines), and noise mitigation. Interior considerations for a library are to achieve sufficient space with 15 to 20 year population increases built in. The building design should reflect the possibility of expansion in the future, expansions that are occurring in Keswick and Stouffville. Joint management policies and continuous communication and cooperation will solve issues that may arise.