

**MINUTES OF THE EIGHTH MEETING OF  
THE GREATER SUDBURY PUBLIC LIBRARY BOARD**

October 26, 2023  
Hybrid Meeting

Commencement: 5:34 p.m.  
Adjournment: 6:11 p.m.

**PRESENT**

P. Arora M. Bellmore, K. Bowman, F. Cormier, M. Lamarche, T. Laughren, A. Thomson

**REGRETS**

M. Signoretti, A. Sizer

**STAFF**

Brian Harding, CEO and Chief Librarian  
Jessica Watts, Manager of Citizen Service Centres  
Colleen Burns, Administrative Co-ordinator of Library Services  
Quinn Van Essen, Co-ordinator of Programs and Outreach

**GUESTS**

N/A

**CALL TO ORDER**

Meeting was called to order at 5:34 pm.

**LAND  
ACKNOWLEDGEMENT**

The Greater Sudbury Public Library serves a community located on the lands of the Anishnawbek Peoples and within the territory of the Robinson Huron Treaty of 1850. This is the traditional territory of Atikameksheng Anishnawbek, the Wahnapiatae First Nation and the Sagamok First Nation. Greater Sudbury Public Library gratefully acknowledges these Indigenous Nations for their guardianship of this land.

**DECLARATIONS OF  
CONFLICT OF INTEREST  
AND GENERAL NATURE  
THEREOF**

None declared

**AGENDA**

The following motion was presented:

2023-42 F. Cormier / P. Arora

**THAT** the agenda of the EIGHTH meeting of the Greater Sudbury Public Library Board, October 26, 2023, be approved

**CARRIED**

**CONSENT AGENDA**

The following motion was presented:

2023-43 A. Thomson / M. Lamarche

**THAT** the Consent Agenda be approved

**CARRIED**

**PRESENTATIONS**

7.1 Programming Update (Quinn Van Essen, Coordinator of Programming and Outreach) [Due to lack of quorum, this presentation took place prior to the meeting. Notes are included as

an addendum.]

### 7.2 Marketing Strategy Update (Jessica Watts, Manager of Citizen Services)

A Board member asked which platform gets the most traffic. Jessica answered that Facebook is the top.

A Board member asked if a student card could also act as a library card. The Chair replied there may be information privacy concerns. Brian added that staff have explored multi-function cards in the past and continue to be interested in potential partnerships. A Board member also mentioned Institutional membership cards, where an organization could have several cards that different members could use. Brian indicated that staff are in the process of developing recommendations for new member types including institutional memberships. It is anticipated those recommendations will be presented to the Board in early 2024.

A Board member asked if GSPL has investigated partnering with the Sudbury Theatre Centre. Jessica replied that she is planning on connecting with them and with other groups where it will be mutually beneficial.

A Board member asked for information about classroom visits. Jessica replied that they involve a library tour, signing students up for library card, and an age-appropriate programming activity. Brian added that during the strategy development work the team identified that the class visit process can be applied to other groups (newcomers, for example) as staff can customize content during the tours while leveraging the class visit process for coordinating and delivering tours.

## ITEMS FOR ACTION

### 8.1 Corrected Monthly Usage Statistics Report – June, July, and August 2023

#### **Report attached**

Brian let the Board know staff detected an error where we were underrepresenting our program attendance requiring a re-issue of the reports.

Brian indicated that staff are working to replace these reports with a KPI dashboard that is his preference for reporting to the Board.

The following motion was presented:

2023-44 K. Bowman / P. Arora

**THAT** the Greater Sudbury Public Library Board accept the updated Monthly Usage Statistics Reports for June, July and August 2023.

**CARRIED**

**REPORTS** 9.1 Chair's Report (Michael Bellmore)

The Chair expressed excitement about the new phase of the Central Library project discussed at the recent Special Meeting and is pleased the Board has endorsed the work done up to now, and will be moving forward on the next phase of work with their partners at the City. There is a press release set to go out early next week to indicate that endorsement. The Chair expressed enthusiasm about the role the library is playing in creating a social and cultural hub that will have huge benefits for the broader community.

The Chair mentioned that the Library budget will be presented at Council very soon, and would like to issue a press release about the budget.

9.2 CEO's Report (Brian Harding)

**Report attached**

**ITEMS FOR INFORMATION** 10.1 Report – 2024/25 Budget Update (Brian Harding)

**Report attached**

The Budget will be presented to Council on November 15. Budget estimates may continue to fluctuate slightly over the next weeks though there hasn't been significant shifting yet. Brian will share a briefing note with the Board should any significant impacts to the Board's approved budget arise.

By approving the 2024-2025 Budget, the Board paved the way for Brian to negotiate to reduce the IT recoveries. The City has shared they intend to maintain IT costs at near-2023 levels which should keep the total tax levy increase at or around the projected 4.14%.

10.2 Report – Master Plan Update (Brian Harding)

**Report attached**

The Board directed Brian to bring a reserve funding request to Council for approval. Council must approve any expenditure from reserves over \$25,000. The City will be presenting the report to the Finance Committee on the same day as our Budget presentation.

In working through the process of bringing this report to Council, and through Operational Plan conversations, Brian and counterparts at the City have identified a recommendation to increase the threshold for the Board to approve reserve fund spending. Brian and the GM of Corporate Services have agreed to develop this recommendation further once the Operating Agreement is finalized.

**CORRESPONDENCE**

none

**OTHER BUSINESS**

none

**ADJOURNMENT**

The following motion was presented:

2023-45 A. Thomson / M. Lamarche

**THAT** this meeting does now adjourn. Time: 6:11 p.m.

**CARRIED**



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Brian Harding, CEO



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Michael Bellmore, Chair

## ADDENDUM

### 7.1 Programming Update (Quinn Van Essen, Coordinator of Programming and Outreach)

#### **Presentation**

##### Summer Reading Club re-cap

- 144 programs, 3,000 participants, 107 registrations to SRC
- 18 partnership programs
  - Free – no cost for people to attend these
  - One example -- Northway buslines – families could hang out, paint the bus, people loved it
  - Jeremy John, local author; Zoi Monroy, local dance instructor, local businesses . . .
  - CGS Summer Camps – brought bins of books to over 1,000 kids throughout the city
- Lower cost this year: <\$6,000 as opposed to \$20,000 pre-pandemic
  - \$3,000 for equipment; \$1,300 for consumables; \$1,600 for an anti-racism performer
- Very positive survey responses
- People enjoyed the outdoor events
- Focus on accessibility: meeting you where you're at, making it accessible for everyone
- Inter-generational: invited participation of all ages, including parents, grandparents, as well as kids
- Used the program to build and promote collection items, including the Explorer Kits
- Looking ahead
  - Working better with partners – coordinating event dates, partnering on events
  - Continuing work on Core Program Strategy and structure
  - Continuing with Marketing and Outreach plans