

**Bracebridge Public Library Board Meeting**  
**Tuesday, December 9, 2014 at 7 p.m.**  
**MINUTES**

**Present:** A. Freer (Acting Chair), L. Jacob, M. Mayes-Stewart, P. Schofield, B. Taylor, M. Wilk and C. Rodney (C.E.O.)

**Regrets:** L. Giaschi-Pacini, C. MacDougall, B. Slocum,

**1. Call to Order by the Acting Chair**  
The meeting was called to order at 7:05 p.m.

**2. Approval of the Agenda:**  
Motion: To accept the agenda as amended for Tuesday, December 9, 2014.  
Moved by: M. Mayes-Stewart, seconded by L. Jacob. CARRIED

**3. Delegations/Guests - None**

**4. Approval of the Minutes of the previous meeting:**  
Motion: To accept the minutes of the Tuesday, November 11, 2014 meeting.  
Moved by: B. Taylor, seconded by P. Schofield. CARRIED

**5. Business Arising: None**

**6. Correspondence:**

- Request for art show in library – Alina Preston will be notified that a brief discussion took place with acknowledgement that the Board is willing to discuss further and would require a policy before proceeding with any art shows
- Responses from Minister of Canadian Heritage and Official Languages, and Minister of Tourism, Culture and Sport re: unfair pricing of ebooks for libraries
- Thank you from Ottawa Public Library re: ebook advocacy

**7. Ad hoc/Standing Sub-Committee Reports:**

**7.1 Friends of the Library:** A. Freer reported that the Friends had their Annual Christmas book sale which went very well.

**7.2 Policy Committee:** P. Schofield noted that there will be 3 policies ready to be reviewed by the Board at the January meeting.

**7.3 Expansion Promotion Committee:** No report

**8. CEO Report:**  
Library Board received the CEO's report of library activities during November.

**9. Financial Report:**  
Financial report to the end of November 2014 was presented to the Finance Committee.

Proposed 2015 draft library budget was presented to the Board but we are awaiting further directives for some specific budget lines from the Town. Finalized draft budget will be ready for Board approval via email vote by December 15.

Motion: To approve the Library's 2015 draft budget to be presented to the Town Treasurer.  
Moved by: B. Taylor, seconded by P. Schofield CARRIED via email votes.

Emails in favour of approval received from M. Wilk, P. Schofield L. Jacob, M. Mayes-Stewart, A. Freer & B. Taylor. No emails received from remaining Board members.

**10. New Business:**

**10.1 Staff appreciation event:** Returning Board members were asked to start thinking about venue and format of proposed staff appreciation event.

**10.2 Legacy document:** A. Freer presented a legacy statement based on the Boards' accomplishments during the term. A discussion took place, with some revisions suggested. The document will be presented to the new Library Board in January.

**10.3 Board members' reports:** L. Jacob and A. Freer shared notes from the last Trustee's meeting on November 15<sup>th</sup> (attached). A. Freer briefly highlighted concerns and accomplishments from all 7 areas of Trustee meetings in Ontario. A. Freer commented on the chapter on school libraries in the report of the Expert Panel of the Royal Society of Canada. The report supported by OLA, CLA and APSDS made school libraries/learning commons, the Canadian library priority of the moment.

**11. Date of Next Meeting:** Tuesday, January 13, 2015, 7 p.m.

**12. Adjournment declared by the Acting Chair:** 8:50 p.m.

**Trustee Council #4  
Orillia Public Library - November 15, 2014  
Lynn Jacob, Arlie Freer**

**1. SOLS Services Update**

- SOLS representative Gwen Wheeler reported that there is a large turnover of CEO's perhaps due to the many reaching retirement age. In some cases, CEO's are being appointed without management experience. Attendees reported a large number of qualified applicants for library positions.
- SOLS is holding webinars for newly hired senior staff, about 25 in all, in libraries large to small from Brantford to Stratford.
- In response to requests, SOLS has developed a Training Portal - one place for library staff to go for training purposes. This will be ready in February, 2015. The portal will be extended to American Library Association sources. There is a source in California called Web Junction which offers free sources. The plan is to start with SOLS programs and convert them to e-learning. Some libraries could contribute their developed programs.
- Cathryn Rodney and Arlie Freer attended the 2020 Conference held in the Royal York Hotel previously. This was a conference on strategic planning. "What do we see ourselves doing in the next five years?" A similar program entitled 2025 will be offered in 2015. The money will come from a previous \$15m grant. Dates: April 28, 29, 30. Place: Royal York Hotel. Expected number of participants: 300-350.

- Handouts will be available at the next Board meeting: *Choosing an Effective Library Board; Public Libraries where impromptu exchanges build community and belonging* (from *Municipal World*, Sept. 2014, author Anne Marie Madziak, a SOLS consultant), *Trustee Council Meeting Notes Spring 2014* will be sent by email.

## 2. SOLS Board Update

The Board is currently following Ministry vocabulary and uses the word Ends. The policy Governance model characterizes Ends as follows: "The board defines which human needs are to be met, for whom, and at what worth. Written with a long-term perspective, these policies embody most of the Board's long-range planning." The purpose of the discussion at the meeting was to develop Ends policies that will guide the organization over the next four years and form the basis of the annual Operations Plan. An update on SOLS' services is available at [www.sols.org](http://www.sols.org). SOLS participated in the Ontario East Municipal conference. This led to a discussion on how local Boards could interface with town council.

## 3. Federation of Ontario Public Libraries Report

- This Board is building a four-year learning cycle for members of library boards. This will involve print, video and e-learning components that target key learning activities in each year of a board's mandate. The new LearnHQ e-learning system at SOLS will be the platform for this project and the initial phase will be launched at Boot Camp at OLA Super Conference, January 28-30, 2015.
- A continuing initiative is the compiling of statistics on libraries in Ontario , advocacy and the contribution libraries make to their communities.

## 4. Ontario Library Boards' Association

- It is suggested that outgoing Boards prepare a Legacy Document for incoming Boards. The document has three parts: review works over the past term, highlight successes, list challenges or projects left undone. The document becomes a historic record.
- *Leadership by Design* has been a cornerstone resource for OLBA. It is now somewhat dated. The updated version will reflect the four-year cycle of boards.

## 5. Roundtable

- This is a 90 minute roundtable discussion where the concerns of individual libraries may be expressed. A common theme was the recruitment of board members, particularly younger people, how to dialogue with councils, budget problems, winter woes, accreditation, staff issues, litigation, IT problems, strategic planning et al.

## 6. Next Meeting

- Gravenhurst: April 18 or 25 10:00am to 1:00pm