

Bracebridge Public Library Board Meeting
Tuesday, December 8 2015 at 7 p.m.
MINUTES

Present: A. Freer (Chair), P. Schofield, T. Henderson, C.A. Robinson, B. Taylor, L. Jacob, C. Wilson and C. Rodney (CEO)

Regrets: T. Barker

1. Call to Order by the Chair

The meeting was called to order at 7:12 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda for Tuesday, December 8, 2015.

Moved by: B. Taylor, 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, November 10, 2015 meeting.

Moved by: T. Henderson, seconded by P. Schofield. CARRIED

5. Business Arising:

5.1 IT service provided by District of Muskoka: C. Rodney met with the CEO's of Gravenhurst and Muskoka Lakes libraries. It was agreed that we all have similar concerns. A list was made of the issues and will be brought up at the next quarterly teleconference with the District (which will be next week).

6. Correspondence:

6.1 It was decided that the Board would send a Christmas letter out to all library staff. Arlie will write a letter and sign it on behalf of all Board members.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library: A. Freer reported that the current funds of the Friends stand at \$13,733.31. Unfortunately, the Friends Christmas book sale that was held on November 28th didn't go as well as expected (possibly since it was on Black Friday).

7.2 Policy Committee – P. Schofield – Personnel Policy #2 – Terms of Employment: There were few changes to this document.

Motion: To adopt Personnel Policy #2 – Terms of Employment.

Moved by: P. Schofield, seconded by C. Wilson. CARRIED

7.3 Expansion Promotion Committee – T. Barker: T. Barker absent. No further update at this time.

8. CEO Report: The Library Board received the CEO's report on library circulation statistics and activities for the month of November. Particular highlights were the presentation of the plaque and book on behalf of the late Melody Richardson, form BPL Writer-in-Residence.

9. Financial Report:

9.1 Budget Variance Report: Financial report to the end of November was received.

9.2 2016 Draft budget amendments:

The amendments to the budget after review by Town Treasurer were discussed.

Motion: To approve that the draft budget with adjustments be presented to the Town Treasurer and CAO for subsequent review.

Moved by: T. Henderson, seconded by B. Taylor. CARRIED

10. New Business:

10.1 Library Board Development Kit Chapter #7 – C. Wilson: Chapter 7 is a very important one as it outlines key relationships among the Board, the CEO and municipal Council. The CEO is responsible for day to day operations while the Library Board is responsible for policies, planning, advocacy and evaluation of the CEO and his/her performance. The Board is also responsible for financial oversight and developing purpose, vision and values statements. As well, the Board must know local and provincial laws. While the Library Board is an independent, separate body, it endeavours to align agendas with that of Council. Communication with Council is a necessary and ongoing process.

10.2 Closed Session:

Motion: To move into closed session.

Moved by: C.A. Robinson, seconded by B. Taylor. CARRIED

Time: 8:47

Motion: To move out of closed session.

Moved by: C.A. Robinson, seconded by B. Taylor. CARRIED

Time: 9:35

11. Date of Next Meeting: Tuesday, January 12, 2016, 7 p.m.

12. Adjournment declared by the Chair: 9:37 p.m.