

**Bracebridge Public Library Board Meeting**  
**Tuesday, January 13, 2015 at 7 p.m.**  
**MINUTES**

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

**Regrets:** None

**1. Welcome by Library CEO**

**2. Motion to elect Library Board Chair**

Motion: To elect Arlie Freer as Library Board Chair  
Moved by: L. Jacob, seconded by B. Taylor. CARRIED

**3. Call to Order by the Chair**

The meeting was called to order at 7:05 p.m.

**4. Approval of the Agenda:**

Motion: To accept the agenda as amended for Tuesday, January 13, 2015.  
Moved by: C. A. Robinson, seconded by T. Barker. CARRIED

**5. Roundtable – Board member introductions**

**6. Approval of the Minutes of the previous meeting:**

Motion: To accept the minutes of the Tuesday, December 9, 2014 meeting.  
Moved by: P. Schofield, seconded by B. Taylor. CARRIED

**7. Business Arising:**

**7.1 Staff Appreciation event:** Deferred for further discussion at a later date.

**7.2 Legacy document:** A. Freer commented on the legacy document which had been revised after discussion at the previous board meeting. The updated version was forwarded to the Board members.

**8. Correspondence:**

- Federation of Ontario Public Libraries (FOPL) – letter requesting continued support and membership in FOPL. Highlights of how FOPL has been of benefit to its members were identified. There were no Board objections to continuing our membership.
- Ottawa & Toronto Public Libraries – letter thanking Board for their support and actions taken with eContent advocacy.
- Southern Ontario Library Service (SOLS) – email from our regional consultant offering half day orientation workshop for library boards that collaborate with other boards to coordinate a training session, mid-March. Muskoka CEOs will make arrangements.

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

**9.1 Friends of the Library:** A. Freer described the Friends organization to the new Board e.g. Book sales, fundraising, refreshments at Library events. They currently have over \$9,000 in the bank to support Library projects. The Library CEO and Board Chair attend Friends' executive meetings as Board representatives, with no voting privileges.

**9.2 Policy Committee:** Discussion of Children's & Young Adult Services #1 – General Services and #2 Safe Child policies.

Motion: To approve Children's & Young Adult Services #2 Safe Child Policy.  
Moved by: P. Schofield, seconded by T. Henderson. CARRIED

Motion: To approve Children's & Young Adult Services #1 – General Services Policy.  
Moved by: T. Barker, seconded by C. Wilson

After much discussion, the Public Relations #1 – Social Media Policy was deferred for further review and amendments.

**9.3 Expansion Promotion Committee:** The next public Expansion Promotion presentation is Thursday, January 15 at 7pm in the Reading Room. The CEO and Board Chair will also present the PowerPoint to another Rotary Club at 7 a.m. on January 20.

**10. CEO Report:**  
Report was received by the Board. C. Rodney highlighted some of the library activities during December.

**11. Financial Report:**  
CEO provided brief overview of year-to-date financial statement to the end of December. Year-end statement is not available until all 2014 postings are completed.

**12. New Business:**

**12.1 OLA Superconference January 28-30:** Library's training budget now allows one Board member to attend this annual conference with the CEO and one staff member. New Board member T. Barker was selected to attend.

**12.2 Selection of Policy and Finance Committees:**

Motion: To nominate L. Jacob, C. A. Robinson, and P. Schofield to sit on the Policy review Committee

Moved by: T. Barker, seconded by C. Wilson. CARRIED  
They will be joined by the CEO and Library staff member, R. Holtz.

Motion: To nominate A. Freer, T. Henderson and B. Taylor to sit on the Finance Committee  
Moved by: C. A. Robinson, seconded by L. Jacob. CARRIED  
They will be joined by the CEO.

**12.3 Strategic Plan Update:** Strategic Plan discussions with Board and Staff members in 2014 led to a determination of 4 main directives. Further discussion is required to develop goals for each directive. It was decided that a Monday evening would best suit the schedules of Board and Staff members. CEO will consult with staff to set a date.

**12.4 Board meeting note taker/recording secretary:** Consideration was given to assigning a recording secretary from the Library staff, to enable the CEO to engage more effectively in Board meeting discussions. The staff member will be given lieu time for time spent at Board meetings. The CEO, not the staff member, will be the recording secretary for closed meetings.

Motion: To approve the designation of a Library staff member as the Board meeting recording secretary.

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

**12.5 Board Development:** A. Freer explained the concept of Board development and its importance in preparing an informed and productive working Board. Each Board member will be responsible for presenting a chapter from the SOLS Board Development Kit. Chapters will be assigned at the next meeting.

**11. Date of Next Meeting:** Tuesday, February 10, 2015, 7 p.m.

**12. Adjournment declared by the Chair:** 8:45 p.m