

Bracebridge Public Library Board Meeting
Tuesday, November 10 2015 at 7 p.m.
MINUTES

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

Regrets: L. Jacob, C. Wilson

1. Call to Order by the Chair

The meeting was called to order at 7:00 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda as amended for Tuesday, November 10, 2015.

Moved by: C. A. Robinson, seconded by T. Barker. CARRIED

3. Delegation/guests:

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday, October 13, 2015 meeting.

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

5. Business Arising:

5.1 IT service provided by District of Muskoka: C. Rodney has had difficulty getting together with the other libraries and will report on this matter again in December.

5.2 Digitization Project: It was suggested that we keep the LDS Church in mind as we move forward with the digitization project.

5.3 Letter and report re: draft resolution: A letter and the draft resolution regarding several items related to the Library Expansion was sent to the Mayor and the Bracebridge Town Council. C. Rodney, A. Freer and B. Taylor attended the General Committee meeting where the resolution was approved by Council.

5.4 Circulating Beaver Creek Inst. – Med. 2009 agreement: C. Rodney agreed to scan and send out a copy of the last full agreement with Correction Services. Board members have already received a copy of the current MOU.

6. Correspondence: The Ontario Library Association is sending a survey to libraries regarding the establishment of a new national library federation that will replace the Canadian Library Association. Libraries are to reply by November 13, 2015. C. Rodney and A. Freer will go through the 31 page document and then respond to the survey.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library: A. Freer reported that the current funds of the Friends stand at \$13,249.76. Gift certificates are being sold for items in the book nook (\$10 and \$20). The Friends Christmas book sale will be November 28th.

7.2 Policy Committee – P. Schofield – Circulation Policy #5 – Fines & Fees:

There were few changes to this document. Fines stayed the same because they are meant as a deterrent.

Motion: To adopt Circulation Policy #5 – Fines & Fees.

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

- 7.3 Expansion Promotion Committee – T. Barker:** The committee met about a week ago. It was decided that we should cut back on the number of presentations that we are presently doing. It was also suggested that we make known that the Library now has a specific budget line to receive and hold contributions or memorial donations from citizens for the future expansion of the Library. Various ideas were discussed about promoting the expansion needs of the library through conceptual art contests. It was agreed that this idea would be postponed until we are in a better position for an actual building.
- 7.4 Trustees Council – C.A. Robinson:** The meeting in Angus on November 7 was attended by A. Freer and C.A. Robinson. The report prepared by C.A. Robinson was received.
- 8. CEO Report:** The Library Board received the CEO's report on library circulation statistics and activities for the month of October. Particular highlights were our new staff member, HTML Coding workshops, events associated with Ontario Public Library Week and A *Night in the Cloud* technology presentation.
- 9. Financial Report:**
- 9.1 Budget Variance Report:** Financial report to the end of October was received.
- 9.2 2016 draft library budget:**
Motion: To approve that the draft budget be presented to the Town Treasurer and CAO for review.
Moved by: B. Taylor, seconded by T. Henderson. CARRIED
- 10. New Business:**
- 10.1 Donation boxes:** The Library was recently approached about having a Poppy box on the circulation counter. C. Rodney explained that other organizations' donation boxes are not accepted. It was further indicated that the matter would be brought to the attention of the Board. After consideration, the Board agreed to keep our current stance on the subject.
- 10.2 Modernizing title for Reference Librarians:** The Reference Librarians will now be referred to as the Information & Digital Services Librarians.
- 10.3 OLA Super Conference Jan 27-30, 2016:** Registration for the Super Conference has begun. C.A. Robinson requested to attend the Boot Camp and T. Barker would like to attend OLA.
- 10.4 Library Board Development Kit Chapter #6 – C.A. Robinson:** The topic of financial oversight was reviewed including the role of the Board, financial accountability to Council, the budget process, and establishing related policies.
- 11. Date of Next Meeting:** Tuesday, December 8, 2015, 7 p.m.
- 12. Adjournment declared by the Chair:** 8:49 p.m.