

Bracebridge Public Library Board Meeting
Tuesday, May 10, 2016 at 7 p.m.
MINUTES

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

Regrets: None

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 May 10, 2016

Moved by: T. Barker, seconded by T. Henderson. CARRIED

3. Delegation/guests:

Guest – Stephen Rettie, Town Treasurer

Stephen Rettie was invited to meet with the Library Board about financial questions especially regarding legacies & donations.

The first question discussed was whether a Trust Account was advisable for the purpose of receiving specific legacies and donations. S. Rettie informed the Board that the only Trust Account the Town maintains is for cemeteries. This is a trust mandated by provincial legislation. Rettie's comment was that a trust entailed legal and cost complexities and is probably not the best way to proceed.

The second question posed was whether the Board could have a sequestered account separate from the general library operations budget received from the Town. This account would receive larger bequests and donations toward library expansion and would be under the control of the Board. Rettie suggested that a MOU between the Town and the Board may be all that is required.

A third question regarding the Town's present debenture obligations and the provincially set limits on municipal debentures was asked. Rettie's comment was that the Town was in a sound financial position. The only outstanding debenture was for the Sportsplex.

S. Rettie was thanked by the Chair on behalf of the Board for his clear and helpful explanations.

4. Approval of the Minutes of the previous meeting:

Motion: To accept the amended minutes of Tuesday April 12, 2016

Moved by: M. Mayes-Stewart, seconded by C.A. Robinson. CARRIED

5. Business Arising:

5.1 Staff Appreciation Dinner Committee: There will be approximately 26 people. C.A. Robinson and C. Wilson will choose a location and organize the menu with items assigned to each Board member. C. Rodney will send out an email to all staff and Board members to settle on a date.

5.2 Library Annual Report: C. Rodney sent a copy of the report to J. Sisson, who reviewed it and suggested a few minor changes. C. Rodney and A. Freer will present the report to Council.

5.3 Building Options: The three options regarding the Library passed at the Town General Committee meeting in February require urgent consideration. Two Board meetings have already been held on this matter. C. Rodney will get a specific timeline from J. Sisson regarding the Board's reply. The Library's needs identified in the 2012 Library Needs Assessment document must be considered in the context of the wider Bracebridge community. C. Rodney will poll Board members for a mid June date, apart from the regular Board meeting on June 14, to finalize the reply.

6. Correspondence:

6.1 Letter for Lynn Stewart: A. Freer sent a letter to former employee Lynn Stewart thanking her for her years of service.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library: A. Freer reported that the Friends have a total of \$15,593.66 in their account. The Friends have recently contributed to the purchase of 4 easy chairs, 2 upstairs and 2 in the children's department. The Friends made a financial contribution to the Downton Abbey Tea. If anyone has strawberry recipes, please forward them to the Friends to put in the strawberry recipe book that they are compiling,

7.2 Policy Committee – Facility Use #1 – Standard of Acceptable Behaviour: There was much discussion on this policy. Some minor amendments were suggested but the biggest issue is the present use of "bodily hygiene" and whether that adequately expresses the intent to address the problem with strong/offensive personal odours. It was felt that the Committee should take another look at this policy before it is accepted by the Board. Other libraries are grappling with this problem.

7.3 Expansion Promotion Committee: A final draft of the pamphlet on planned giving was presented. The cover letter that will accompany it when sent out to law firms, funeral homes, accountants and estate planners will be signed "Sincerely, the Bracebridge Public Library Board".

Motion: To approve the final versions of pamphlet and letter for the legacy donations
Moved by: T. Henderson, seconded by L. Jacob. CARRIED

8. CEO Report: Circulation is on par for year to date. The Downton Abbey Tea was a huge success with many people dressed for the period represented in the television drama. The CEO attended Scrabble Day at the Sportsplex. Unfortunately attendance wasn't as good as previous years. Our adult craft session with Habitat for Humanity had a small turn-out but everyone enjoyed it and requested more adult crafting in the future. Our internet trainer Kathy Ashby was here for 9 weeks and will be back again in the fall. This is a very popular service and the library needs to consider adding more hours in the next budget. Karen Lambert is our newly hired Page. C. Rodney spoke to a new patron who said that one of the reasons they chose to move to Bracebridge was the Library. A question in one of our previous surveys at the Circulation Desk asked patrons if they shopped downtown after their library visit? A large majority said "no".

9. Financial Report:

9.1 Budget Variance report for April 2016 distributed:

The building repair cost of \$4000.00 for the water damage in the foyer will be on the next report. There is still money coming in from BCI-MED.

10. New Business:

10.1 SOLS Trustee Council #4 meeting report, April 30, 2016: L. Jacob
Three Board members attended the last meeting – L. Jacob, T. Henderson and A. Freer. This Trustee Council and other Trustee Councils are a link between the SOLS Provincial Council and 450 libraries around Ontario. The SOLS representative, Allyson Fox, promoted accreditation as a tool for evaluating local library service and development strategies. The second part of the meeting was a Round Table report on activities, successes and problems from libraries represented at the meeting. Refer to the circulated report for a summary of this section of the meeting.

10.2 Library Board Development Kit Chapter 9 – M. Mayes-Stewart:

See handout.

- Policies are a collaboration between board and staff
- The board approves policies whereas staff can work on procedures as needed
- Policies support the purpose of the library; it is how the library is run
- Policies provide transparency to the community on how the library is run
- The board has an annual work plan on policies
- The board has a hard copy Policy Manual available to the public as well as key policies on the library website
- It is as important to review policies as to develop new ones
- Policies ensure good governance. All board members agree to and support official board decisions.

11. Date of Next Meeting: Tuesday, June 14, 2016, 7 p.m.

12. Adjournment declared by the Chair: 9:13 pm.