

Bracebridge Public Library Board Meeting
Tuesday, October 11, 2016 at 7 p.m.
MINUTES

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

Regrets: B. Taylor

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 for October 11, 2016

Moved by: C.A. Robinson seconded by T. Henderson. CARRIED

3. Delegation/guests:

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday September 13, 2016

Moved by: M. Mayes-Stewart, seconded by T. Barker. CARRIED

5. Business Arising:

6. Correspondence:

6.1 Writing Circle Letter: A letter from the Bracebridge Public Library Writing Circle informed us that they are no longer able to meet at the library due to several short-comings of the facility such as a lack of sufficient space for their members. They require a designated meeting room to enable candid readings and discussions of their writings. The current available space within the collection area causes interruptions by patrons browsing and conversing in the area. The kitchen facilities in the staff room are inadequate for preparation of refreshments for their public presentations. C. Wilson requested a copy of this letter be sent to him.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The Friends are having a bake sale at the library on Saturday October 15th from 10am-2:00pm.

7.2 Policy Committee – Facility Use #6 – Program Space:

Changes were made as requested from last meeting, adding a definition of “non-profit”.

Motion: To adopt Facility Use #6 – Program Space as amended

Moved by: C. Wilson, seconded by C.A. Robinson. CARRIED

7.3 Trustee Committee meeting –L. Jacob: SOLS has 2 meetings per/year. The Fall session is Saturday, November 5, 2016 from 10am-1:00pm at the Wasaga Beach Public Library. As L. Jacob is not able to attend, C.A. Robinson agreed to go.

8. CEO Report: Kathy Ashby is back as the Library’s Internet Trainer for a few hours per/week. She has not been able to provided special workshops since she has been too busy with the 1-on-1 sessions. Due to the popularity of this service, it is advisable to consider increasing the hours for the Internet Trainer in the 2017 budget. C. Rodney will ask Kathy to keep track of the number of people she has to turn down. Circulation dropped this month probably due to the fantastic weather we are experiencing. Our participation in the Fall Fair was fun and beneficial as usual. It is a great way to promote the library to everyone.

9. Financial Report:

9.1 Third quarter Budget Variance Report for approval:

C. Rodney went over some of the budget lines to explain why some areas are up in cost and why some are down. We have expended 72% of the budget which reasonable for this time of year.

Motion: To accept the 3rd quarter Budget report

Moved by: L. Jacob seconded by M. Mayes-Stewart. CARRIED

9.2 Board motion to request transfer of funds from Library General Reserves to Library Expansion Reserves:

In the past, certain money had been raised, and set aside in the Library's reserves, that was earmarked for an anti-theft system and expansion plans. When Municipal accounting practices changed, the Library's reserves became one lump sum for any Library project. As stewards of this reserve, the Library Board felt that the designated money should be set aside to ensure its intended use. The Town Treasurer has assigned budget line number 02-1-650000-70000 for revenue intended as Library Expansion Donations. A Library Expansion Reserve was approved by Council resolution October 20, 2015 and set up as account 01-5-020000-20029. The Library Board would like \$30,000 that was earmarked for an anti-theft system and \$6,000 raised during the Library's Centennial Boat Cruise for expansion plans to be transferred from the Library's General Reserves to the Library's Expansion Reserves.

Motion: The Bracebridge Public Library Board requests the transfer of \$36,000.00 by the Town Treasurer from the Library General Reserves to the Library Expansion Reserves.

Moved by: C. Wilson seconded by T. Henderson. CARRIED

10. Library Expansion Report:

10.1 Visit to Oshawa Public Library – P. Schofield

See attached handout.

10.2 Future facility meeting

We had a very productive meeting with Board and Staff to discuss the interior requirements of a new building. C. Rodney will organize the list into categories. This list will be consulted when we are ready to move forward to the next stage.

10.3 Special October 3rd meeting

A special meeting was held to inform the public of what is happening with the library expansion. 15 people plus 5 staff were in attendance. Issues discussed ranged from reviewing our studies to what work has been done to date and what we hope to accomplish. A public meeting for further input will likely be conducted by the Town once the project moves to the design phase.

10.4 October 7th meeting

A meeting was held with Mayor Graydon Smith, John Sisson, Cindy O'Regan, A. Freer and C. Rodney. The Town's Convergence Report (strategic plan) was discussed and it was acknowledged that it needs updating. Mayor Smith explained the process of a building project and suggested that the building project should start with a list of the required functions to meet the Library's goals. The square footage would be determined by the space required to achieve those goals. An architectural firm for the feasibility study has been chosen; they have considerable expertise in multi-site buildings. Mayor Smith stated that a process of research and discovery is in place and will be followed to reach an eventual decision.

10.5**Petition**

There has been a petition circulating in the downtown businesses. Brian Slocum presented the idea on the Library location to the executive of the BIA in September 2016 and later distributed a petition form to various businesses on Manitoba Street to put out for the public. The Library now has a copy. C. Rodney and A. Freer will be speaking to the executive of the BIA on October 18th to inform them of the options available for the Library's expansion and the multi-faceted issues which the Library faces.

11.**New Business****11.1**

OLA Superconference: OLA is Feb 1-4 2017. Early bird registration is November 2 2016 - the program for 2017 OLA conference is not out as of yet. Currently staff (C. Rodney plus 1 staff member) have been attending 2 days of the conference and Board members 1 day and/or boot camp. If you are interested in attending and have not been as of yet, please let C. Rodney know.

12.

Date of Next Meeting: Tuesday, November 8, 2016, 7 p.m.

12.

Adjournment declared by the Chair: 8:52 pm.

I met with Gail Gononaco, Branch Supervisor at Legends Centre Branch of the Oshawa Public Libraries. Gail has been at the branch since it opened and has been the supervisor for 6 years. The Legends Branch (approx. 10,000 square feet) is part of a large recreation complex that includes a pool, splash pad and playground, community garden, 4 ice pads, a fitness area, a seniors' centre & early childhood facilities. There is a large centre corridor that includes a food court. It is in a rapidly growing area of Oshawa and when built ten years ago would have been at the edge of a rural area.

Pros:

- abundant free parking is a draw compared to main and some other branches
- children's circulation is almost double the main branch
- the library has a distinctive facade of red brick vs the steel and glass structure of the rest
- entrances to the other facilities within the building are well separated and angled to each other or down a side hall so minimal noise overlap at each entrance
- several main entrances, the town gives the library display areas at both ends of the complex and each of the facilities distributes the library's monthly newsletters
- display space to the outside facing the parking lot is accessed directly from the librarians' work area
- large barrier free washroom area beside the library entrance but maintained by the Recreation Department staff – one handicapped accessible washroom in the library near the children's area
- self-checkout machines and expectation that the librarians would be circulating means a smaller sized main desk area with the machines tucked in along an inner wall
- great sense of community
- wide age range of patrons because of the other facilities – from babies to seniors – some spending their whole day, most days at the complex e.g. going from pool to fitness, to seniors centre, to lunch with friends, to the library to read, then to surf the net before going home.
- Anyone who lives or studies in Ontario can have an Oshawa card so that tournament folks can use the full library offerings
- all the various facilities have quarterly meetings together and partner for many programs

Cons:

- not enough program space for the demand for programs, not enough quiet study space
- not enough storage space, children's area open to rest of library causes noise problems
- no access to a separate large program room, they have to use their main reading area and remove all the furniture (to the side) and it has a limited capacity that does not meet demand
- renting space from another facility in the complex very limited and expensive
- hours must match those of the complex so they are the only Oshawa branch open Fri nights
- very busy on the weekends so librarians work shifts every other weekend
- no cloakroom or space for strollers – problem with large hockey bags
- noise a problem as library is open concept and patrons are more often on the exuberant side
- Supervisor's office too close to main desk. Librarians are to circulate so patrons often knock at her window. She needs to keep her door closed and the bottom half of her windows smoked so she can deal with personnel matters, etc. in privacy
- lack of expansion space to meet the new needs of changing 21st century libraries eg. they have a 3D printer but no safe place for it to operate, they have a white board for interactive games and apps but it will be noisy and needs a dedicated space, no place for art, music or computer work
- large skylight leaves large dark area at night, windows causing glare on computers an issue
- not enough easily accessible electrical plugs especially for performances and tripping problems with plugs in the floor also a major issue