

Bracebridge Public Library Board Meeting
Tuesday, March 14, 2017 at 7 p.m.
MINUTES

Present: A. Freer (Chair), C.A. Robinson, P. Schofield, C. Wilson, M. Mayes-Stewart, B. Hutchinson, L. Jacob, C. Rodney (CEO)

Regrets: T. Barker, T. Henderson

1. Call to Order by the Chair:

The meeting was called to order at 7:02 p.m.

2. Approval of the Agenda:

Motion: To accept the amended agenda for March 14, 2017 (removed 10.1 OLA Superconference – T. Barker and added 10.1 Accessing & Sharing library information and 10.3 Syrian Refugees)

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

3. Delegation/guests: None

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday February 14, 2017

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

Motion: To accept the minutes of the Special Board meeting held Tuesday February 21, 2017

Moved by: P. Schofield, seconded by B. Hutchinson. CARRIED

5. Business Arising:

5.1 Evacuation Procedures: C. Rodney provided written material to all Board members on evacuation procedures for the library. A. Freer investigated the "Stryker" evacuation chair. This is a special chair that is used to evacuate people who aren't able to use the stairs (The Pines Residence has 4). These chairs vary in price and start around \$1295.00. It is not mandatory to have one at this time but something to consider for the future. C. Rodney will check to see if any Town departments actually own one.

5.2 Library Trustees Meeting: The next meeting will be Saturday, April 29 at 9:30am in Huntsville. L. Jacob will be attending. If anyone else would like to attend please let her know so she can inform the organizers.

6. Correspondence:

6.1 Memorandum from Town: A memorandum was received from the Town of Bracebridge regarding the status of 98 Manitoba Street (Post Office). It basically states that the environmental process is still ongoing and may take up to 3 years to complete. The Town is committed to purchasing this property regardless of where the Library is located.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The FOBPL had their executive meeting February 23 (C. Rodney and A. Freer both attended). The Friends bank account now stands at \$17,495.59. The last purchase of book bags to sell has been paid by the Friends but all sales are now going directly to the Library. The next big event is the "Edible Book Festival" and book sale. This will be held April 1, 2017. Everyone is welcome to submit an entry. The theme must be book inspired but can be made from cake, cookies, vegetables, etc.. Prizes

will be given out at 1:00pm and then everyone will have opportunity to sample the entries (tea and lemonade will also be supplied). The Mayor has agreed to be one of the judges. Advertising is taking place now (Municipal page, Public Service Announcements, Cogeco, flyers, schools, twitter, Facebook, website, etc.).

7.2 Policy Committee – Facilities Use #4 – Acceptable Computer & Electronic Devices Use; and Board By-law #2 - Meetings:

It was decided that Facilities Use #4 should go back to the Policy Committee for further work. There were several changes to Board By-law #2 - Meetings policy voting was changed in keeping with the Public Libraries Act which states that the Chair votes on all motions. E-mail voting is new to our policy and will be used for minor motions only. All e-mails will be received by C. Rodney acting as Secretary-Treasurer to the Board and will be deleted by C. Rodney once the motion has been carried or rejected. The Library Board uses Bourinot's Rules of Order (C. Rodney will send a copy to B. Hutchinson).

Motion: That Board By-law #2 - Meetings be approved

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

8. CEO Report: The Library budget was passed without any cuts and only a couple of queries by Council members. Some Board members were able to be present for the Joint Facility Feasibility Presentation. The Genealogy session that was held as part of Canada 150 was well attended. SirsiDynix presentation described their ILS (Integrated Library System) module called MobileCirc which would give us the ability to offer library services outside the physical building. It would allow us to check-out material and register patrons while we are at special functions such as the Fall Fair. This does require the use of Internet so we would likely need to purchase our own "hotspot". There is an additional cost for this service but it is something to look into for next year's budget. Circulation statistics are slightly down. There is no specific reason for this but some factors could be that our children's programs are just getting up and running again as well as our loss of Nipissing University and the writers group. C. Rodney is not concerned at this time but will watch it closely. C. Rodney and R. Holtz met with a staff member from Chartwell James Street Retirement Residence to see how the Library might provide some outreach to those residents. There may be future consideration for providing a rotating collection for local seniors' residences; however this would require additional staff time.

9. Financial Report:

9.1 Financial statement to end of January distributed:

This is not a quarterly report so there is no vote needed. It is still very early in the year to analyse too much. A high percentage of the budget in electronic databases and IT support occurs because those subscriptions come earlier in the year. The cleaning is getting a little better. The cleaning budget was increased this year to allow more time for the cleaner to provide a more thorough service.

10. New Business:

10.1 Accessing & Sharing Library Information

Board members should be looking at self-education. OLA has material that is very helpful for understanding the role of a Board member. The Education Institute has online courses. Everyone is encouraged to share information they find in the media, to visit libraries, take pictures after permission has been

received from the library and report back to the Board. Board members are encouraged to bookmark the library website and check it regularly.

10.2 Chamber of Commerce wifi hotspots

The Chamber of Commerce is planning a promotion forum called Town Crier. The project will initially provide residents and visitors with free wifi in the downtown core. It looks like a positive project. However it seems as if there will be a cost for data to the businesses at some point. If this goes ahead, it will likely have an impact on the Library's revenue from fees currently charged to patrons without library cards to use our wifi. The Board will need to consider whether or not to continue charging. Revenue for this budget line has dropped in recent years from about \$4,000 to \$2,000 in 2016.

10.3 Syrian Refugees

The Library regularly welcomes new members to this community and is in a good position to be a useful resource for new Canadians. The two new Syrian families will be invited to the library and provided with library cards. A gift of a suitable book for each family has been suggested, possibly a dictionary or information about Canada. L. Jacob will make contact to see what is needed and how to proceed. A suggestion was made that the Library should consider doing this for all new families entering the community. Further discussion will take place at the next Board meeting under an agenda item of "Outreach".

11. Date of Next Meeting: Tuesday, April 11 2017, 7 p.m.

13. Adjournment declared by the Chair: 8:41 pm.