

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

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

**Regrets:** T. Barker, L. Jacob

**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 November 14, 2017

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

**3. Delegation/guests:** None

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

Motion: To accept the minutes of Tuesday October 10, 2017

Moved by: B. Hutchinson, seconded by M. Mayes-Stewart. CARRIED

**Approval of the Minutes of the special Tuesday, November 7 meeting:**

Motion: To accept the minutes of Tuesday November 7, 2017

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

**5. Business Arising:**

**5.1 Special Thanks:** To P. Schofield for her excellent note taking for our special November 7, 2017 meeting and also to C. Dawkins for typing them out.

**6. Correspondence:** None

**7. Ad hoc/Standing Committee Reports:**

**7.1 Friends of the Library – A. Freer:** The Friends cleared \$300.00 at the bake sale (despite the rainy cold day).

**7.2 Policy Committee – Personnel Policy #1 – Retirement Gifts:** The current policy was reviewed and required no changes.

Motion: To approve Personnel Policy #1 – Retirement Gifts

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

**8. CEO Report:** C. Rodney noted that Ontario Public Library Week October 16 – 21 was well received. The annual Mystery Night was a great success due to the hard work and creativity of Library Staff. Board members are encouraged to come out to events, not only to enjoy what is happening but to be a presence in the community. The annual Appreciation Tea was held for all of our wonderful volunteers, including the Board. Children and their families enjoyed Pumpkinfest with all its pumpkin games and food. Circulation statistics year-to-date were noted as being lower than usual. DVDs account for the biggest drop in circulation compared to 2016, however 22,000 DVDs circulated to the end of October. Children's print collections are up or down depending on the format, with total circulation on par with last year. Northern Fire Prevention was here this week to conduct our annual check and replace some batteries. With the provincial government's early literacy program funding transferred to the District of Muskoka, our partnership with the Muskoka Family Literacy Group is still uncertain. The annual Family Literacy Fun Day in January is suspended.

**9. Financial Report:**

**9.1** We are under budget in a few areas as we wait for items to be posted. The Training budget will be underspent this year due to some staff training that was anticipated at the time of budget preparations last year but did not take place. We are over in a couple areas but the Friends will be reimbursing us for some items. The annual operating grant should be posted by the end of November.

**10. New Business:**

**10.1 CEO job description for approval:** C. Rodney spent a significant amount of time with the SOLS Competencies Index to develop the new staff job descriptions as well as the CEO job description. Some Board members felt that at 6 pages, the CEO job description was too long. It was pointed out that the SOLS Competencies Index was 24 pages in length. It was decided that a committee should be formed to develop an evaluation document and method for the CEO position and bring it to the Board for approval.

Motion: That the members of the evaluation committee consist of T. Henderson, C.A. Robinson, B. Hutchinson and A. Freer.

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

Motion: That C. Rodney may submit the new CEO job description for the purpose of pay equity.

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

**10.2 Board Finance Committee:** Since the retirement and resignation of B. Taylor there have been only two Board members on this committee – T. Henderson and A. Freer. It was decided that the third position should be filled. B. Hutchinson volunteered. It was determined that the Finance Committee would review the draft budget prepared by the CEO. The draft budget would then be examined by the Town Treasurer. The final budget would be received and submitted to the Board for approval.

Motion: That B. Hutchinson be appointed to the Finance Committee and that the draft budget be reviewed by the finance committee and the final budget comes to the Board for review and approval.

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

**10.3 Library research by Board members –** A. Freer reviewed the implications of Quebec's Bill 62 (State Religious Neutrality) and its impact on minorities. The Canadian Federation of Library Associations-Fédération canadienne des associations de bibliothèques (CFLA-FCAB) issued a strong statement in opposition to this policy which can be found at the CFLA-FCAB Statement on Diversity and Inclusion. The Ontario Library Association supports their Quebec colleagues in asserting that Libraries must remain open, inclusive and welcoming places for all.

Exciting news from Barrie is the endorsement in principle for two new co-located libraries and arenas for the south areas of Salem and Hewitt at \$74.5 million and \$84 million respectively. The population of Barrie is expected to grow from 147,000 now to 210, 000 by 2031.

**11. Date of Next Meeting:** Tuesday, December 12, 2017, 7 p.m.

**12. Adjournment declared by the Chair:** 8:42 pm.