

Bracebridge Public Library Board Meeting
Tuesday, October 10, 2017 at 7 p.m.
MINUTES

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

Regrets: T. Barker

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 October 10, 2017

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

3. Delegation/guests: None

4. Approval of the Minutes of the Tuesday, September 12 and October 2 meetings:

Motion: To accept the minutes of Tuesday September 12, 2017 and Tuesday October 2, 2017

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

5. Business Arising:

5.1 9.1 Financial statement for August distributed: It was reported that there was no amount under Book Bindings, as we had no items sent for repair. Further investigation determined that the invoices had been misaddressed. They have now been received and will be posted for the next monthly statement.

10.1 Muskoka Lakes Twp & Library leaving District IT & SirsiDynix:

Muskoka Lakes Twp Library will be using OLS-N for their ILS service and support. C. Rodney and the Gravenhurst CEO are investigating options, including the level of tech support OLS-N can provide. Our current contract runs until the end of 2018. Muskoka lakes will be paying their share until then, therefore there are no extra costs incurred by the remaining 2 libraries.

6. Correspondence:

October 2, 2017 a memorandum was sent by A. Freer and C. Rodney to Mayor Graydon Smith and Council regarding the Library Board's concurrence with the Sierra Planning and Management recommendation of co-location with the arena, as requested by Council motion.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The AGM is tomorrow evening. Their bank account is approaching \$18,000.00. The Friends have started putting some aside to help assist with furnishings in the future building.

7.2 Policy Committee – next policy for Committee review will be Purchasing and Procurement: date to follow.

7.3 SOLS Trustee Meeting: The next meeting will be Saturday November 18, 2017 at 10:00 at the Beaton Public Library. Anyone wishing to attend is asked to please contact L. Jacob.

8. CEO Report: C. Rodney highlighted that we are continuing to hold Canada 150 events, our Tech Talk sessions have had a good response (held once a month) and once again the library had a booth at the Bracebridge Fall Fair. Our Horizon ILS upgrade with the District went smoothly. Circulation statistics are still down.

Since a significant drop has occurred with videos, one of the causes could be the new availability to Netflix Canada. Weather often has an effect on people attending the Library. We will make an effort to market certain areas of the collection and are considering the rental of extra copies of best sellers. We again participated in the "Books for Brunch" event. We are currently not sure what will be happening next year since allocation of early literacy funding has been changed and we will be losing 2 partners in the Muskoka Family Literacy group.

9. Financial Report:

9.1 Financial statement for September distributed (quarterly report):

Some budget lines are closer to their budgeted amount due to the timing of the invoicing (some items are invoiced early in the year and some later). From an overall standpoint we are in good standing. We are in the process of submitting our survey and application for the Provincial Operating Grant (deadline October 31/17). We should be receiving grant money for our summer student shortly.

Motion: To approve the 3rd quarter Financial Report

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

10. New Business:

10.1 Job descriptions distributed to the Library Board for information

purposes: It has been some time since the job descriptions have been updated. C. Rodney has used the SOLS Competencies Index to revise the job descriptions. C. Rodney communicated with staff from each department to review the job descriptions. The new job descriptions have much more detail than the old ones. The descriptions are based on the job not the employee. It was suggested that staff should sign off once they have read the final job description. It was also brought up that the Public Library Act stated that the Library Board may hire and fire, but also states that the CEO oversees the Library operations. It was decided that hiring, firing and the preparation of job descriptions are duties of the CEO.

10.2 Community-based Strategic Plan meetings: Several Board members attended these sessions. Attendance at each of the four meetings seemed low. These meetings were not detailed but more of an overview of the information. It was noted that there was nothing in the 2008 plan about technology, something that would be extremely important today.

10.3 OLA Conference: - The 2018 OLA conference is from January 31-February 3 at the Metro Toronto Convention Centre. C. Rodney attends and usually takes one staff member with her. One Board member is able to attend. B. Hutchinson indicated an interest in attending.

10.4 MOU document proposal regarding the relationship between the Library and the Town – Many libraries are developing a MOU (Memorandum of Understanding) between themselves and Town Offices. MOU's are used to make the relationship between the library and the Town clear regarding responsibilities of duties. The Board decided that a MOU is not necessary at this time.

10.5 Library research by Board members – A. Freer brought up the discussion of what is currently taking place at Toronto Public Library. All library workers are taking mandatory training for the opioid crisis. Some staff have been trained on how to use the overdose kits as well as having protective clothing provided for them. Fortunately, our staff have not been exposed to this issue so far.

11. Date of Next Meeting: Tuesday, November 14, 2017, 7 p.m.

12. Adjournment declared by the Chair: 8:31 pm.