

Bracebridge Public Library Board Meeting
Tuesday, October 9, 2018 at 7 p.m.
MINUTES

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

Regrets: L. Jacob, C. Wilson, 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 for the October 9, 2018 meeting.

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 September 11, 2018

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

Motion: To accept the minutes of the Special Board meeting Wednesday July 4, 2018

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

5. Business Arising:

5.1 Proposed 2019 staffing increases. A new position for a Children's and Youth Services Assistant re the 2019 budget had been raised previously. This would consist of 23 hours per week at a Band 4 starting rate of \$22.27, as determined by the Pay Equity consultant – approximately costing \$30,000 per year. Also to be added to the 2019 budget is an additional 2.5 hours per week for one of the Information & Digital Services Librarian positions, to enable more time for the marketing of Library programs. This will bring the position to 32 hours/week, with a goal to reach full time (35 hours/wk) in the 2020 budget.

Motion: To approve the estimates for a new permanent, part time position for a Children's & Youth Services Assistant in the 2019 budget.

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

Motion: To approve the estimates for increased hours for one Information & Digital Services Librarian positions in the 2019 budget.

Moved by: C.A. Robinson, seconded by P. Schofield. CARRIED

5.2 Short-term assistance for Children's Department. It was proposed that we hire an interim person to assist A. Whipp with programming while she is on short-term disability. We originally thought we would be able to get funding for this position from a special program through the YMCA but unfortunately they were unable to provide a qualified candidate. We have the money to cover this position in our budget due to both C. Rodney and A. Whipp being off on medical leaves of absence this year. The proposed contract would be for 8-9 weeks for 35 hours per week at the rate of \$18.00 per/hr.

Motion: To approve the hiring of a short-term assistant for the Children's Department for up to 9 weeks.

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

5.3 Board succession. The Town has a standard application form for every committee. It was felt that the present form needs a better description of the duties of a Trustee. A draft copy was sent to L. MacDonald for review. Some

Board members suggested that applicants with the following backgrounds would be useful additions to the Library Board: library user, financial, education, legal, fundraising, planning, technology, construction/architecture experience, business.

6. **Correspondence:** C. Rodney expressed thanks to the Library Board on behalf of the Library Staff for the Staff Appreciation event. Specific thank you emails from C. Dawkins and R. Holtz were also received..

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

- 7.1 **Friends of the Library – A. Freer:** The Friends AGM will be on Tuesday October 23rd at 7pm. The Friends will also be holding a book and bake sale at the library's Pumpkinfest event on October 20.

7.2 **Policy Committee – Board By-law #1 – Library Board membership; Customer Service Policy #1 – Service to patrons; Board By-law #3 - Transparency:**

Board by-law #1 – Library Board membership will be deferred and reviewed by the Board as a whole, once the newly-elected Council selects a Library Board for the new term.

Motion: To approve Customer Service Policy #1 – Service to patrons.
Moved by: M. Mayes-Stewart, seconded by B. Hutchinson. CARRIED

Motion: To defer Board By-law #3–Transparency so that it can be reviewed by the Board as a whole at a special meeting.
Moved by: C.A. Robinson, seconded by M. Mayes-Stewart. CARRIED

8. **CEO Report:** There are a few points from the CEO report that were brought forward. 1. That expansion is crucial to running efficient and effective library programs. 2. The expansion of the Library is an obvious way to ensure that we are able to provide suitable teen programs. 3. The expansion will provide space for people to interact with one another, a vital need for social well-being in a community. 4. A forum for people to engage in dialogue with knowledgeable presenters augments our capacity for learning. The CEO also highlighted information acquired from a webinar offered by Southern Ontario Library Services (SOLS) regarding Board transition. The current Board remains active until a new one is selected by Council and the Council representative also remains active until that time, even if they do not get re-elected.

9. **Financial Report:**

9.1 **Financial statement for April distributed.**

Some items in the financial statement were discussed and explained by the CEO.

Motion: To approve the third quarter financial statement to the end of September 2018.
Moved by: T. Henderson, seconded by B. Hutchinson. CARRIED

10. **New Business:**

- 10.1 **Trustee meeting:** The next Trustee meeting is Saturday November 10th at Springwater Township, Elmvale. B. Hutchinson indicated interest in attending.

10.2 **Capital Financing and Business Operating Plan for joint facility:**

A discussion ensued and it was decided that all Board members would print and read this report and that the Board would hold a special meeting to discuss the report.

- 10.3 Library research by Board members:** Reference was made to an article circulated by P. Schofield: *From Where I Sit: Five Traits of a Meaningfully Accessible Building*. The traits listed were 1. A Warm and Welcoming Building; 2. An Emergency Evacuation Plan Which Considers All Users; 3. Inclusive and Comprehensive Wayfaring; 4. No Barriers to Employment; 5. Circulation is Barrier-Free and Safe. Compliance with AODA standards is a high priority for the Library Board.
- 11. Date of Next Meeting:** Tuesday, November 13, 2018, 7 p.m.
- 12. Adjournment declared by the Chair:** 9:21 pm.