

**Bracebridge Public Library Board Meeting**  
**Tuesday, March 11, 2014 at 7 p.m.**  
**MINUTES**

**Present:** A. Freer (Acting Chair), L. Giaschi-Pacini, L. Jacob, C. MacDougall, P. Schofield, B. Taylor, M. Wilk and C. Rodney (C.E.O.)

**Regrets:** M. Mayes-Stewart, B. Slocum

**1. Call to Order by the Acting Chair**

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

**2. Delegations/Guests:** None

**3. Approval of the Agenda:**

Motion: To accept the agenda for Tuesday, March 11, 2014.

Moved by: B. Taylor, seconded by L. Jacob. CARRIED

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

Motion: To accept the minutes of the Tuesday, February 14, 2014 meeting.

Moved by: M. Wilk, seconded by B. Taylor. CARRIED

**5. Business Arising:**

**5.1 Carpet replacement:** Due to a last minute leak in the upper Carnegie level, carpet replacement has been postponed until the roof repairs are complete. Good news is that installers are testing new shelf-moving equipment that may not require removing books from the shelves, which could save us a day of library closure.

**5.2 Library Reserves re: Town Budget:** Council rep, L. Giaschi-Pacini related her attempt to get \$100,000 from the Town's Tax Rate Stabilization Reserve (approx. \$400,000) transferred to the Library's Reserves since the 2014 budget has virtually depleted our reserves for the expected roof work. The tied vote lost the motion, but Councillor Giaschi-Pacini felt it was important to let Council know that the Library is ready re: expansion but we need to increase our reserves for the future expense.

**6. Correspondence:** Email from Huntsville CEO asking if we would like to join them in supporting the annual Hike for Hospice Palliative Care promotion. After some discussion, it was decided that the Library could put a poster on the public bulletin board, create a bibliography and a book display of related material by the Circulation Desk, but we would not be promoting it on our website.

**7 Ad hoc/Standing Sub-Committee Reports:**

**7.1 Friends of the Library:** A. Freer reported that the Friends recently paid for a children's performer at the library and a public performance licence to show children's movies in the Library. About 16 Friends members met recently to discuss fundraising. A couple of ideas already in the planning stages are a Strawberry Social and a library tote bag to sell. There was an obvious show of support for the Library. Membership currently stands at 46 people.

**7.2 Policy Committee:** P. Schofield presented the revised Personnel Policy #2 - Terms of Employment. Revisions were noted and some clarification was made. Change to number of hours worked to be eligible for benefits was changed this time, with P. Schofield suggesting this be reviewed again before the next budget is submitted.

Motion: To approve the Personnel Policy #2 – Terms of Employment pending clarification regarding length of time that disciplinary records may be kept in personnel files.

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

**7.3 Expansion Promotion Committee:** C. MacDougall reported that the promotion PowerPoint is in its final draft. The committee has also considered a generic and specific presentation depending on the audience. A brochure of key information re: expansion is also being developed.

**8. CEO Report:**

C. Rodney gave a report of library activities during February. A. Freer asked about Correction Services Canada (CSC)'s lack of budget for purchase of books for Fenbrook. CEO explained that magazine and newspapers subscriptions are paid by CSC, but books rely on year-end "left-over" cash, which is rare.

**9. Financial Statement:**

Financial statement to the end of February was presented to the Finance Committee. The CEO reported that inactive patron accounts in arrears up to 2010 were cleared and deleted. The total waived was \$10,866. The contract with our collection agency has not been renewed, but the warning message of use of a collection agency will continue on overdue bills, as this seems to have the most effect. 2014 budget was approved but needs to be ratified next Wednesday.

**10. New Business:**

**10.1 +VG Architects seminar:** A. Freer presented notes and further comments from a session with Peter Berton and Paul Sapounzi from +VG Architects held at Huntsville Public library. See attached. Mr. Sapounzi kindly offered to review our SOLS workform to determine the needed square footage for our expansion and he will meet with the CEO at the end of April.

**10.2 Upper Carnegie facelift:** M. Wilk suggested that we do some renovation of the upstairs Carnegie section since we are waiting on expansion. There may be ways to be more creative with the space. CEO will contact furniture/design companies who would be willing to provide a free consultation to get some ideas.

**10.3 Current building report:** In addition to ongoing water leaks due to the mild weather, the CEO noted a malfunction of the Library's alarm system on Friday, March 7. The technicians from the alarm company have not been able to determine the cause due to abnormalities in the original installation of the system and have suggested that a rewiring will bring the system in compliance with Fire Code. In lieu of an inoperative alarm system, the Fire Code requires hourly monitoring. The CEO requested approval to spend the necessary money to deal with this situation.

Motion: To approve expenditures up to \$8000 for expenses related to the repair of the Library's alarm system, to be taken from the Library's reserves.

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

**10.3 Board members' reports:** P. Schofield elaborated on the OISE literacy study and the library's role in supporting literacy. See attached report. A. Freer commented on an article involving the Aga Khan (Ismaili Muslim's spiritual leader). His quote regarding the importance of parks is equally attributable to libraries: "*When a public space is in a historic area, the population of all backgrounds comes together. People from all ages, from different backgrounds, come together. It's a space of immense social gathering. That's part of civil society. It's getting people to talk to each other informally in these environments.*"

**11. Date of Next Meeting:** Tuesday, April 8, 2014, 7 p.m.

**12. Adjournment declared by the Acting Chair:** 9 p.m.