

**Bracebridge Public Library Board Meeting**  
**Tuesday, May 13, 2014 at 7 p.m.**  
**MINUTES**

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

**Regrets:** L. Giaschi-Pacini, B. Slocum

**1. Call to Order by the Acting Chair**  
The meeting was called to order at 7:02 p.m.

**2. Approval of the Agenda:**  
Motion: To accept the agenda as amended for Tuesday, May 13, 2014.  
Moved by: B. Taylor, seconded by P. Schofield. CARRIED

**3. Delegations/Guests - None**

**4. Approval of the Minutes of the previous meeting:**  
Motion: To accept the minutes of the Tuesday, April 8, 2014 meeting.  
Moved by: M. Wilk, seconded by L. Jacob. CARRIED

**5. Business Arising:**

**5.1 Brief general report on CEO evaluation:** A. Freer commented on the Board Committee (A. Freer, B. Taylor, P. Schofield) evaluation re the CEO held on April 29. The purpose statement for the library and the 2006 job description were used as well as the SOLS document *Competencies Profile for Public Library CEOs*. A committee planning session was held prior to the meeting on April 16. It was decided for this 2014 evaluation to focus on communication strategies re the board, municipality, staff, the Bracebridge community, prison services, and the Friends of the Library. Thirty-six points were covered in the two hour session conducted as a mutual conversation, with the CEO able to articulate goals as well. The qualitative evaluation concluded with a positive evaluation that recognized the heavy demands placed upon the CEO in fulfilling expectations in this area.

**6. Correspondence:**

**6.1** K. Stratton sent an email to the CEO requesting more hours for our Internet Trainer. H. Langen sent a similar email and added the importance to seniors in our community. The Library Board will discuss this further as part of the 2015 budget preparations.

**6.2** A thank you letter was received from staff member, C. Dawkins. A. Freer sent a formal letter to Carolyn Dawkins on behalf of the Library Board to honour her 30 years of Library service. As well, a local restaurant \$100 gift certificate was presented to her at the reception.

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

**7.1 Friends of the Library:** A. Freer reported that the Friends had 16 people attend their General meeting on May 9, which was held in the Children's Department. The venue was not ideal as there were some parents with children who came into the room and either left immediately, or stayed only briefly. The space in the Reading Room would not have accommodated the group for a round table session. The Friends currently have about \$7000 to fund various library projects. The Library CEO provided a list of possible large and small expenditures. A book sale will be held on May 19, rain or shine. The Friends are organizing a Strawberry Social to be held at the Anglican Church on June 21.

- 7.2 Policy Committee:** Six policies were presented for approval.  
 Motion: To approve Customer Service Policy # 1 – Treatment of Library Patrons  
 Moved: M. Mayes-Stewart, seconded by B. Taylor. CARRIED
- Motion: To approve Board By-laws Policy # 1 – Library Board Membership  
 Moved: L. Jacob, seconded by M. Wilk. CARRIED
- Motion: To approve Board By-laws Policy # 2 – Meetings  
 Moved: C. MacDougall, seconded by B. Taylor. CARRIED
- Motion: To approve Board By-laws Policy # 3 – Transparency  
 Moved: P. Schofield, seconded by M. Mayes-Stewart. CARRIED
- Motion: To approve Collection Development Policy # 1 – General Collection Development  
 Moved: M. Wilk, seconded by C. MacDougall. CARRIED
- Motion: To approve Circulation Policy # 5 – Fines & Fees  
 Moved: P. Schofield, seconded by B. Taylor. CARRIED

**7.3 Expansion Promotion Committee:** C. MacDougall reported that the next meeting will be May 23. Teams of three will be selected to present the PowerPoint to organizations in the community. These will include one Board member, one staff and one library user (probably a Friend).

**8. CEO Report:**  
 C. Rodney gave a report of library activities during April.

**9. Financial Statement:**  
 Financial report to the end of April 2014 was presented to the Finance Committee.

**10. New Business:**

**10.1 Request from Recreation Department for Library as donation venue:** The Town has approved a new “off-leash dog park”, but is expecting the dog owners to provide the funds for its development. The Library has been requested as a location for one of the donation boxes. Since it is a Town initiative, the Library Board has agreed to participate. Concerns were raised about the limited space on the Circulation Desk for a box, especially during the busy summer months. It was decided that some time before the summer and after the summer would be offered. The CEO will need to gather further procedural information.

**10.2 Strategic Plan meetings:** Meetings will be arranged shortly to review and update the Library’s Strategic Plan. Since it is likely that everyone will not be able to attend all the meetings at the same time, we will schedule some during the summer if necessary. This will be a joint venture with the Library Board and staff as we determine the Library’s direction over the next 4 years.

**10.3 Further library expansion research:** A. Freer, the CEO and a few staff members had an informal meeting with Paul Sapounzi from +VG Architects to discuss our expansion and current library building trends. Mr. Sapounzi is a Muskoka cottager and offered to meet pro bono with the Baysville, Huntsville and Bracebridge Libraries. It was a good opportunity to further our knowledge for future expansion.

**10.4 Board evaluation:** While Board members had also rated their personal role on the Library Board, the discussion focussed on the performance of the whole Board. Overall, comments were positive.

**10.5 Board members’ reports:** M. Wilk reported on the recent Trustees’ meeting that she and A. Freer attended in Haliburton. Topics included the OLA Superconference, SOLS Competencies Index and a Roundtable for members to share issues with

which they are dealing. *M. Mayes-Stewart* spoke about the "Battle for Books" reading initiative that has been running in the Trillium Lakelands District School Board for the past 8 years. Students in groups of 4 read from a list of 10 books, and must answer questions based on the content of these books in a competitive forum. It is evident that reading is still alive and thriving! A. Freer drew attention to the very positive review in the recent *What's Up Muskoka* newspaper of *Local Library, Global Passport* by Patrick Boyer, the book commissioned by the Board to commemorate the hundredth anniversary of the library.

**11. Date of Next Meeting:** Tuesday, June 10 2014, 7 p.m.

**12. Adjournment declared by the Acting Chair:** 8:55 p.m.