

**Bracebridge Public Library Board Meeting**  
**Tuesday, April 14 2015 at 7 p.m.**  
**MINUTES**

**Present:** A. Freer (Chair), T. Barker (7:01-7:20), P. Schofield, T. Henderson, C.A. Robinson, L. Jacob, B. Taylor, C. Wilson (8:11-9:06) and C. Rodney (CEO)

**Regrets:** None

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

The meeting was called to order at 7:01 p.m.

**2. Approval of the Agenda:**

Motion: To accept the agenda for April 14, 2015

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

**3. Delegation/guests:**

None

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

Motion: To accept the minutes of the Tuesday, March 10, 2015 meeting.

Moved by: T. Barker, seconded by L. Jacob. CARRIED

**5. Business Arising:**

**5.1 District IT:** Chantelle Denstedt, Director, District of Muskoka, IT Services attended the March meeting to explain the District IT budget and how costs are assigned to the three participating Muskoka Libraries: Bracebridge, Gravenhurst and Muskoka Lakes. Costs are assigned on the basis of how many computers each library operates. Bracebridge, serving the largest population, has 21 computers and pays 42% of the Muskoka libraries costs. Gravenhurst with 19 computers pays 38% and Muskoka Lakes with 10 computers pays 20% of the total cost. The Board now has a clearer idea of how the District IT pricing for libraries is arrived at. It should be noted that District of Muskoka IT costs for Bracebridge Public Library are budgeted at \$66,000 and our total computer related costs for 2015 are budgeted at \$89,000.

**5.2 Expansion Promotion Committee:**

Committee members were appointed last month. Because Carolyn Dawkins is unable to join the committee, it was proposed that Caroline Goulding, Children's Services Coordinator, be the replacement.

Motion: To appoint Caroline Goulding to the Expansion Promotion Committee.

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

**5.3 Trustee Representative for SOLS:**

Last month L. Jacob volunteered to coordinate Board representation at SOLS Trustee Council #4 twice yearly meetings. A. Freer will attend the April 18 meeting in Midhurst with L. Jacob. It was suggested that each member of the Board volunteer to attend one Trustee meeting during the 2015-2019 term.

- 6. Correspondence:**  
On April 13 an email was received from L. McDonald, Director of Corporate Services/Clerk for the Town of Bracebridge. Regular contact with the federal government regarding the acquisition of the Post Office property at 98 Manitoba Street has taken place. More documentation as to the property will be forthcoming and a progress report will be presented to General Committee of Council (closed session) in May, 2015.
- 7. Ad hoc/Standing Sub-Committee Reports:**
- 7.1 Expansion Promotion Committee:** T. Barker presented an outline of the information that was discussed at last week's Expansion Promotion and Information Committee (EPIC). An outline of initiatives was provided for each Board member. The Board was informed of the next set of promotion presentations by the CEO and Library Board Chair: April 20 –10:00 am - 12:00 pm Daphne's Drop-In; April 22 – 7:00 pm at the Library; May 2 - the 8:00 am Presbyterian Men's Breakfast Group; May 6 – 11:00-11:50 am at a Probus Club and May 23 – 2:00 pm at the library.
- 7.2 Friends of the Library:** A. Freer reported that the Friends Executive meeting will be held at Bracebridge United Church on April 15 to finalize plans for the next several months. The current funds of the Friends stand at \$10,628.78.
- 7.3 Policy Committee – C. Rodney:** The committee will be ready to present the Volunteer Policy for discussion and approval at the next meeting. C. Rodney will send all Board members electronic copies of policies completed to date.
- 8. CEO Report:**  
The Library Board received the CEO's report of library activities during March. A special thank you goes out to Walt Schmid, Director of Public Works for the Town of Bracebridge, for his prompt help with the ice issue on the roof and subsequent safety issues in the laneway. To be included: R. Holtz, reference librarian and A. Freer, Board Chair were presenters of the library's promotion material at the United Church Men's Breakfast Club at 7:00 am on March 18. 32 were in attendance.
- 9. Financial Report:**  
Our current budget is on target for the 1<sup>st</sup> quarter.  
Motion: To accept the 1<sup>st</sup> quarter financial report  
Moved by: B. Taylor, seconded by L. Jacob. CARRIED
- 10. New Business:**
- 10.1 Staff Appreciation:** Suggested dates for this year's staff appreciation dinner are Monday, June 15<sup>th</sup> or Monday, June 22<sup>nd</sup>.
- 10.2 Building Update**  
The plumbing repairs from last month were \$1152.60. A representative from the roofing company came to examine the leaking skylight. Water had entered under the metal edge, frozen and later expanded allowing snow melt into the building as outside temperatures rose. The seal was repaired and the skylight caulked. We are to report to the company if there are any more problems.

**10.3 Expansion background**

A. Freer and C. Rodney presented some background information about the steps that have been taken from the beginning of the expansion studies to the current time. This will assist new Board members to understand more about the process. Footprint diagrams by CS&P Architects were on display and the various configurations explained. All Board members are encouraged to read the SOLS document "Making the Case for Your Library Building Project" as well as reading the link that was attached to L. MacDonald's email of April 13, 2015.

**10.4 Board Development Kit Chapter 3 – T. Henderson**

T. Henderson presented information on the responsibilities and accountability of each Board member. He will look further into the material on liabilities and insurance. Board members are encouraged to read the Q&A for Public Libraries on the Ministry of Culture, Tourism and Sport website. Also available on the SOLS website via Develop Your Library & Staff > Professional Information A-Z >Boards at

[http://www.mtc.gov.on.ca/en/libraries/act\\_q\\_a.shtml](http://www.mtc.gov.on.ca/en/libraries/act_q_a.shtml)

T. Barker will present Chapter 4 at next the Board meeting. C. Wilson will work on chapter 7 for a later meeting.

**11. Date of Next Meeting:** Tuesday, May 12, 2015, 7 p.m.

**12. Adjournment declared by the Chair:** 9:06 p.m.