

Bracebridge Public Library Board Meeting
Tuesday, June 9 2015 at 7 p.m.
MINUTES

Present: A. Freer (Chair), P. Schofield, T. Henderson, C.A. Robinson, L. Jacob, C. Wilson, T. Barker and C. Rodney (CEO)

Regrets: B. Taylor

1. Call to Order by the Chair

The meeting was called to order at 7:02 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda for June 9, 2015

Moved by: T. Barker, 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, May 12, 2015 meeting with corrections to section 10.5.

Moved by: L. Jacob, seconded by C. Wilson. CARRIED

5. Business Arising:

5.1 **Beaver Creek Institution – Medium services:** At previous meeting, the CEO proposed that the expenditures for Beaver Creek be assigned separate budget line numbers to give greater clarity to staffing and material expenditures re the service contract between Correctional Service Canada and the Bracebridge Public Library. When revenues and expenditures from this source are folded into the total library budget it becomes difficult for the public to understand why some of Bracebridge Public Library's expenditures, are higher than other Muskoka libraries. Statistical reporting to the province is also skewed. It was noted that years ago the Beaver Creek Institution-Medium lines were entered separately but were later combined with those of Bracebridge Public Library. It was also suggested that we refer to Beaver Creek as a contract service rather than a branch. C. Rodney will gather statistics on the amount of time that BPL spends doing things for BCI-Med.

6. Correspondence:

Barbara Franchetto CEO, Southern Ontario Library Services regarding E-Resource Funding: The Ministry of Culture, Tourism and Sport has discontinued the e-resource funding for a group of databases (Tier1) that SOLS and OLSN were providing libraries at no charge. It was made clear that this coverage would end on December 31, 2015. However, we are eligible for a \$4000 Capacity Building Grant that may be put towards e-resource costs.

Ontario Library Association regarding Annual Institute on the Library as Place Conference: C. Rodney will attend this two-day conference in Waterloo on July 6 and 7. A. Freer attended the conference held in Collingwood in 2012 and found it to be very valuable. This annual conference focuses on library design.

Federation of Ontario Public Libraries (FOPL) regarding Leadership by Design workshops: These are self- taught courses. Board members are encouraged to check out what workshops are available. Accessible via Learn HQ on the Southern Ontario Library Services website <http://learnhq.ca/elm/One.aspx?objectId=4535685&contextId=3122765&catalogId=3125109&categoryId=4535677>

7. Ad hoc/Standing Sub-Committee Reports:

7.1 Friends of the Library: A. Freer reported that the current funds of the Friends stand at \$11,519.35. The Friends have agreed to fund the library purchase of a display board with carrying case, a couple of Wii controllers for the Children's Department. Other items suggested were Lego blocks for the Children's Department, and the design and installation on our website of a Library Value Calculator form that will enable patrons to enter the number and type of items checked out during a visit to see the total value had they purchased those items. First order of book bags has sold out, so the Friends have decided to purchase of more. This is a fundraiser for the Friends. The Friends will be holding their 2nd annual Strawberry Social on June 20th from 2-4 at the St. Thomas Anglican Church (\$10 per adult \$5 per child)

7.2 Policy Committee – C.A. Robinson: Discussion took place regarding the Donation Policy and the intent of some sections clarified.

Motion: To approve the Donation Policy as presented.
Moved by: C.A. Robinson, seconded by T. Henderson. CARRIED

7.3 Expansion Promotion Committee: Another meeting will be scheduled so that the committee can look at fine tuning/updating our PowerPoint and promotion material. It was felt that a FAQ sheet should be put together and handed out at presentations. The Board will review progress at the September 8 meeting so that we are poised and ready to continue with presentations. We are still waiting to hear about the results of the government report regarding the Post Office property. An email from Town Clerk, Lori McDonald, indicated that the PWGSC non-disclosure agreement has been executed. There may be more information in the next few weeks.

8. CEO Report: The Library Board received the CEO's report of library activities during May. It was suggested that all reports be reviewed by the Board members before the meeting, so they do not need to be gone over in detail at each meeting. C. Rodney was interviewed on Hunter's Bay Radio, to air July 17th. This may lead to a monthly on-air discussion.

9. Financial Report:

9.1 Financial report to the end of May was received. C. Rodney will send the monthly financial reports to all Board Members as part of their meeting preparation documents on Fridays before the Board meeting.

10. New Business:

10.1 Strategic Plan 2015-2019: The material discussed at the June 30, 2014 and March 6th 2015 Strategic Plan meetings, that included Board members and staff, were consolidated into 6 goals headed by the Library's Purpose statement. Board members went over each goal carefully and the accompanying action. C. Rodney will make the appropriate formatting changes and amendments suggested to the goals, and create a pamphlet for public distribution. The Strategic Plan is appended to these minutes.

Motion: To approve the 2015-2019 Bracebridge Public Library Strategic Plan.
Moved by: C. Wilson, seconded by L. Jacob. CARRIED

- 10.2 Consent agenda:** A consent agenda wherein items such as agendas, minutes and some reports that do not require much discussion are passed in a single motion facilitates the conduct of board meetings. "However, the request of a single board member can move and item on to the regular agenda." (pg. 48, *Library Board Development Kit*). After discussion, this method was adopted by consensual agreement.
- 10.3 Governance Models – a brief overview:** T. Barker presented information he had gathered (see handout). A. Freer will investigate the Carver Model (which is among the suggested methods the Library Board Development Kit follows) more closely over the summer.
- 10.4 SOLS Board Development – Chapter 5 – T. Barker:** T. Barker presented an overview of this chapter on meeting management which covered agendas, minutes, officers, committees, rules of order, closed meetings, policy review and writing of new policies. Particular emphasis is placed on preparation for meetings, codes of conduct, confidentiality and acting only as a unit. The Library Board acts best as a team.
- 10.5 Board evaluation at the six month point:** The checklist on page 54 of the Library Board Development Kit was used as an informal assessment tool. The assessment by all Board members is that everyone is working well together. Some specific comments were that there are some governance issues and documents need more work than others; the Board should try to be more visionary on how to do things better and should be more involved in the big picture concept. C. Rodney presented each Board member with their own business cards to hand out in appropriate situations.
- 11. Date of Next Meeting:** Tuesday, September 8, 2015, 7 p.m.
- 12. Adjournment declared by the Chair:** 9:26 p.m.

Bracebridge Public Library Strategic Plan 2015-2019

Bracebridge Public Library Purpose Statement:

The Bracebridge Public Library is an essential community hub providing everyone with materials and experiences that open minds, explore our world, inspire discovery, entertain and foster lifelong learning.

Goal #1: Meeting the Community's Need for a 21st Century Library

The Library will:

- 1.1 Work towards a library building that fulfills the needs identified in the 2012 Library Needs Assessment.
- 1.2 Seek to create a civic space that is barrier-free, environmentally friendly, functional and architecturally appropriate.

1.3 Work together with the community, to build a library in which Bracebridge will take pride.

Goal #2: The Library as a Community Hub

The Library will:

2.1 Maintain and improve the Library as a civic space, open and welcoming to all, with free access to materials, services and programs.

2.2 Ensure the Library is a place where residents may study, research, attend events and enjoy gathering and connecting with one another.

2.3 Work towards providing programs for all ages at the Library.

Goal #3: The Library as a Knowledge Hub

The Library will:

3.1 Provide experiences and access to materials both locally and from the larger library community as a portal to literacy and life-long learning.

3.2 Provide knowledgeable, well-qualified staff.

3.3 Strive to provide materials best suited to the community's needs and adapted to the learning styles of individuals whether print, digital or audio-visual.

Goal #4: The Library as a Technology Hub

The Library will:

4.1 Use technology in the Library and in the community to promote the Library and its services.

4.2 In response to constantly changing technology, strive to provide staff and library users with appropriate training in hardware and software.

4.3 Seek to educate the public through workshops, lectures and other means on how to access reliable and safe information on the Internet.

Goal #5: The Library and the Community

The Library will:

5.1 Align with the Town of Bracebridge's strategic objectives and planning.

5.2 Through its Board, practise fiscal responsibility and act in good faith in the best interests of the Library.

5.3 Co-operate with other community agencies and with the business sector of the town.

5.4 Seek opportunities to engage in and support community events.

Goal #6: Funding for Present and Future Library Projects

The Library will:

6.1 Identify and provide ways for the public to support Library projects, including but not limited to, tax-deductible donations or bequests.

6.2 Continue to identify sources of, and apply for, government and corporate funding.