

Bracebridge Public Library Board Meeting
Tuesday, May 12 2015 at 7 p.m.
MINUTES

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

Regrets: T. Barker, 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 with the addition of 7.4 Trustee report, for May 12, 2015

Moved by: T. Henderson, seconded by C. Wilson. CARRIED

3. Delegation/guests:

None

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of the Tuesday, April 14, 2015 meeting.

Moved by: C.A. Robinson, seconded by L. Jacob. CARRIED

5. Business Arising:

5.1 Board Development Kit (April 14, 10.4): T. Henderson determined that The Board and Library has good insurance coverage through the Town, but will report back on additional insurance information. It was determined that, due to the Board Development workshop conducted by Gwen Wheeler from SOLS on May 9, Chapter 4 of the kit was adequately covered and need not be presented by T. Barker.

6. Correspondence: None

7. Ad hoc/Standing Sub-Committee Reports:

7.1 Friends of the Library: A. Freer reported that 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, 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. The Friends will be conducting book sales at the Farmers' Market starting in May.

7.2 Policy Committee – C.A. Robinson: A discussion took place regarding the proposed Volunteer Policy. T. Henderson indicated there was no insurance issue for any volunteers who may be required to drive as part of their duties. The application form was referred to in the policy document, but does not require Board approval as it is considered a procedure. It was suggested that version numbers be indicated on the policies for ease of access.

Motion: To approve the Volunteer Policy as presented.

Moved by: P. Schofield, seconded by T. Henderson

- 7.3 Expansion Promotion Committee:** C.A. Robinson described possible survey questions but EPIC (Expansion Promotion & Information Committee) felt it was too early to proceed with a survey. Best to wait until the Post Office acquisition has been approved by Council. C.A. Robinson has updated the list of community groups for possible presentations of the expansion slide show. T. Barker spoke to the local newspapers regarding how they could help us with expansion promotion, resulting in an invitation to provide an opinion editorial in What's Up Muskoka. A. Freer will submit on behalf of Library.
- 7.4 Trustee Report:** L. Jacob and A. Freer attended the trustee meeting at the Springdale branch of the Midhurst Library. Notes appended to these minutes. CEO was requested to send a list of the library associations and their acronyms to the Board.
- 8. CEO Report:** The Library Board received the CEO's report of library activities during April. In spite of heavy rainfall, there were no roof leaks to report.
- 9. Financial Report:**
- 9.1** Financial report to the end of April was received.
- 9.2 Budget lines for Beaver Creek:** The CEO proposed that the expenditures for Beaver Creek be assigned separate budget line numbers, in light of recent queries at Council's General Committee meeting. Further related discussion took place under 10.4 on the agenda.
- 10. New Business:**
- 10.1 Long-time Service Awards:** Board members are invited to attend the Staff Service Awards on Wednesday, June 3, 7pm at the Council Chambers. Sherry Fish (10 yrs), Nancy Beasley (15 yrs) and Carolyn Dawkins (30 yrs) will receive awards.
- 10.2 Libraries 2025 Conference:** The CEO reported on this day-long conference in Toronto. There were four presentations with panel discussions following each, moderated by Valerie Pringle of CBC Radio. Some of the key points raised include: observing how patrons actually use service points in the library eg. spreading out at tables, rearranging seating for groups or private space; not being discouraged by failure of programs, but simply consider it a first iteration; focussing more on measuring "experiences" than simply statistics like counting transactions; and considering social media as another form of customer service – respond to complaints via Facebook, etc. to solve issues.
- 10.3 CS&P Architects' plans and 2012 costing:** A. Freer encouraged all Board members to read the document emailed to the Board on May 4, 2015.
- 10.4 Memorandum to Council re: budget questions:** The drafting of the memorandum brought to light that the inclusion of the contract with Correction Services Canada (CSC) in our budget has made operating expenditures difficult to compare with other libraries. A discussion of the CSC contract took place with the CEO being directed to compile statistics on the time spent by Bracebridge Library staff on Beaver Creek Library work. A copy of the CSC contract will be sent to the Board members.
- 10.5 SOLS Board Development training assessment:** Board members were asked to comment on the workshop and what they took away from it.

- A. Freer – pleased to see the Board self-evaluation document that we have already used
- T. Henderson – good basic governance information
- L. Jacob – it raised some questions that weren't answered
- C.A. Robinson – non-use of our resources by some and how do we reach them?
- P. Schofield – policy development
- C. Wilson – that he is the voice of the library to Council

- 10.6 Staff appreciation event:** A. Freer will host the event Monday, June 15 at her home, 35 Inveraray Ct. at 6:30pm.
- 11. Date of Next Meeting:** Tuesday, June 9, 2015, 7 p.m.
- 12. Adjournment declared by the Chair:** 9:27 p.m.

SOLS Trustee Council #4 Meeting
 Saturday, April 18, 2015
 Springwater Public Library – Midhurst Branch

A two hour meeting with 18 attendees. Lynn has copies of the agenda and written reports.

SOLS Board Summary

The library of the future will be a community hub – a meeting place - and will be knowledge creator as well as a knowledge provider.

SOLS is trying to involve partners in finding a more workable solution to current e book charges.

SOLS Services Presentation and Update

After a review by the SOLS Board, it was decided the existing Ends statements continue to be valid: Ends policies and statements are developed on the Carver model, a widely used governance tool, to plan outcomes and measurable achievements.

1. Libraries will have equitable access to worldwide library collections and e-resources. In support of the End since 2001 \$8,849,007.85 has been distributed to more than 300 libraries for internet connectivity; in 2014, 191 libraries borrowed 1,647,702 e-books on Overdrive, and 340,000 items were moved on Inter Library Loan.
2. We ensure libraries meet a minimum standard of service. SOLS provides training and certificate programs and prepares libraries for accreditation
3. Libraries will have well-informed and skilled staff
 SOLS provides leadership development programs, continuing education workshops, webinars, and courses and information advice and assistance in key topics.
4. The SOLS budget for 2014-1015 is balanced for the planning horizon due to an increase in the SOLS operating grants from the Ministry.

OLBA Update

Nancy McLuskey of Haliburton provided an update of OLBA programs for public library board trustees. Nancy encouraged membership in OLBA for its professional development programs, as a forum for issues and ideas and as a catalyst for community development. Leadership by Design, its cornerstone program, has been updated and will be delivered via LearnHQ. Nancy is the trustee representative for seven area boards including Bracebridge and is available to speak to library boards about OLBA.

FOPL Update

Stephen Abram provided a written report but did not attend the meeting. It was suggested by participants that FOPL fees should have smaller gradations.

Roundtable

This was the first meeting since new boards were appointed following civic elections. Board turnover ranged from only one new trustee to only one returning trustee. The relationship of library boards to town councils was also a focus, with the importance of working closely with council while maintaining autonomy was stressed, although the CEO of one small library currently is a non-librarian operating out of the town office. Several boards have "meet and greet" sessions with councillors inviting them to strategic planning meetings etc. Most boards are in the process of trustee orientation, often using the SOLS handbook and many are currently reviewing, updating and rewriting policy.

In a subsequent communication, Gwen Wheeler, SOLS consultant, included this information from the meeting.

"At the meeting Dave Hammill from the Gravenhurst board talked about damage to a user's equipment caused by a borrowed DVD. The client wants the library to pay for damages to personal equipment. The board is looking at amending its borrowing policy in order to prevent claims for damage.

The Halifax Public Library's Borrowing Policy has a statement at the bottom about damage to user's equipment. Huntsville Public Library Board will be adding the following statement to their borrowing policy."

Limitation of Liability

Huntsville Public Library shall not be held liable for any damage to audio, video or computer equipment or software resulting from the use of library materials.

One board performs some functions for the town, e.g. issuing dog licenses, and intends to add others. (Its library must have more desk space and parking than ours.)

The Midhurst Friends of the Library has collapsed and a Foundation is being considered. This was the only board, other than Bracebridge and Huntsville that expressed a need for additional and/or updated space.