

**Bracebridge Public Library Board Meeting**  
**Tuesday, October 13 2015 at 7 p.m.**  
**MINUTES**

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

**Regrets:** None

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

The meeting was called to order at 7:00 p.m.

**2. Approval of the Agenda:**

Motion: To accept the agenda as amended for Tuesday, October 13, 2015.

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

**3. Delegation/guests:**

John Sisson (CAO, Town of Bracebridge), Lori MacDonald (Director of Corporate Services & Town Clerk, Town of Bracebridge) and Steve Rettie (Director of Finance, Town of Bracebridge) were welcomed. A memorandum on Bracebridge Public Library Facility Planning, a draft resolution for consideration by the Bracebridge Public Library Board, and background information on reserves and the carrying costs of debentures was presented.

Motion: To approve the Resolution (APPENDIX A) drafted by J. Sisson and to be presented to Town Council.

Moved by: T. Barker, seconded by B. Taylor. CARRIED

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

Motion: To accept the minutes of Tuesday, September 8, 2015 meeting.

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

**5. Business Arising:**

**5.1 Beaver Creek Institution – Medium services:** Town Treasurer, Stephen Rettie spoke on the pros and cons of separating the Bracebridge Public Library budget from the budget for the Beaver Creek Institution – Medium Security Library. Rather than creating a whole other GL structure, we will add a breakdown of the BCI-Med budget to the final budget report so that it is clear what revenue Bracebridge Public Library receives from Corrections Canada and what the library's expenses are in fulfilling the contract. The present Memorandum of Understanding with Correction Services Canada will be subject to review. The Board Chair closely read the 2009 *Articles of Agreement with the Government of Canada for Professional and Consulting Services*. The document is essentially a standard agreement. A handout with items of particular pertinence for Board members was made available. T. Henderson requested a copy of the Agreement. C. Rodney will send a copy of the original agreement to Board members.

**5.2 Second contract staff position at Beaver Creek – Medium Library:**

Julene Jones was appointed to the BCI-Med position. She has asked for a temporary leave of absence from her Page position at BPL.

Motion: That Julene Jones be granted a leave of absence from her Page position at Bracebridge Public Library in order to fill the second contract position at Beaver Creek-Medium Security from October 19, 2015 to March 31, 2016.

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

- 5.3 IT service provided by District of Muskoka:** CEO, C. Rodney will make contact with the Muskoka Libraries IT Consortium (Bracebridge, Gravenhurst and Muskoka Lakes) to discuss the shortcomings of the service being provided and report back to the Board with her findings. The District is aware of our dissatisfaction.
- 6. Correspondence:** The Ministry of Culture and Tourism is making changes to their policies for all of Ontario. A Federation of Ontario Public Libraries survey went out and libraries are making submissions to the Ministry regarding changes.
- 7. Ad hoc/Standing Committee Reports:**
- 7.1 Friends of the Library:** A. Freer reported that the Friends recently had their Annual General Meeting. The current funds of the Friends stand at \$13,079.68. The Friends are considering undertaking a longer term project supporting the digitization of historic local newspapers for preservation and research availability.
- 7.2 Policy Committee – P. Schofield:** The policy committee was unable to meet after last month's meeting. The next policies to be reviewed will be Fines and Fees, ILLO and Hours of Operation.
- 7.3 Expansion Promotion Committee – T. Barker:** The last meeting of the Expansion committee was held at C. Rodney's house. Present were C. Wilson, T. Barker, A. Freer, R. Holtz, C. Rodney and C. Goulding. The current PowerPoint presentation was reviewed and amendments were made. C. Goulding is working on the finishing touches.
- 7.4 Trustees Meeting – L. Jacob:** The next Trustee meeting will be Saturday November 7, 2015 from 10:00-1:00 in Angus. L. Jacob is not able to attend but feels that someone else should go as these meetings are very informative. A. Freer and C.A. Robinson will be attending.
- 8. CEO Report:** The Library Board received the CEO's report on library circulation statistics and activities for the month of September. Particular highlights were community outreach events at the Bracebridge Fall Fair and Books for Brunch event with 150 children and caregivers in attendance. Each child received a free book.
- 9. Financial Report:**
- 9.1** Quarterly Financial report to the end of September was received.  
Motion: To accept the Financial report from the third quarter  
Moved by: B. Taylor, seconded by T. Henderson. CARRIED
- 10. New Business:**
- 10.1 Building expansion reserve:** see motion under agenda item 3.
- 10.2 Ontario Public Library Week:** There are several activities scheduled for the week. October 20<sup>th</sup> is a Mystery Night, October 21<sup>st</sup> is an Appreciation Tea and October 23<sup>rd</sup> is a Travelogue on Austria and Switzerland.
- 10.3 Draft Resolution – J. Sisson:** This item was discussed, voted on and unanimously approved as part of agenda item 3.
- 11. Date of Next Meeting:** Tuesday, November 10, 2015, 7 p.m.
- 12. Adjournment declared by the Chair:** 9:40 p.m.

## **APPENDIX A**

### **RESOLUTION ADOPTED BY THE BRACEBRIDGE PUBLIC LIBRARY BOARD – OCTOBER 13, 2015**

**WHEREAS** the Bracebridge Public Library began service in 1908 when the original Carnegie building was constructed;

**AND WHEREAS** the original 3,500 sq. foot Muskoka stone structure was expanded to 8,700 sq. feet in 1984 with an addition that maintained the heritage character of the building while allowing for improved service and collection space;

**AND WHEREAS** the Bracebridge Public Library is recognized as a cultural icon for the Town;

**AND WHEREAS** the Bracebridge Public Library is one of the few existing Carnegie libraries in Ontario;

**AND WHEREAS** the feasibility study completed by CS&P Architects for the Bracebridge Public Library in 2007 identified that “the existing library requires a significant increase to its overall floor area to accommodate its existing and future space requirements for its collections, staff work areas meeting and study spaces, and potential future archives;”

**AND WHEREAS** the 2012 Library Needs Assessment presented to the Library Board and Town Council at a special joint meeting held on February 21, 2013 identified the need to expand the existing Library facility;

**AND WHEREAS** the joint Facility Group recommended a public library that is 20,000 gross sq. ft. in size for the Town of Bracebridge to meet the community’s library needs for the foreseeable future.

**AND WHEREAS** the joint Facility Working Group also identified that a larger library is consistent with the “Purpose” and “Principles” of the Library as set out by the Library Board which described the Library as a civic institution that provides free and equal access to materials, services and programs, also requires space to provide a needed, essential social hub for members of our community to meet, learn and simply “be”;

### **NOW THEREFORE THE BOARD OF THE BRACEBRIDGE PUBLIC LIBRARY RESOLVES AS FOLLOWS:**

1. That in accordance with the recommendations of the joint Facility Working Group and the 2012 Library Needs Assessment presented to the Library Board and Town Council at a special joint meeting held on February 21, 2013, the Council of the Corporation of the Town of Bracebridge be encouraged to identify a potential date for construction of an expanded library facility within the 2017 to 2026 Long-term Capital Plan for the Town of Bracebridge.
2. That in recognition of the significant capital requirements facing the Town of Bracebridge as set out in the 2016 to 2025 Long-term Capital Plan, Town Council be encouraged to increase its annual contribution to the Town’s Major Infrastructure Reserve to provide the debenture funding required for expansion of the Library.
3. That the Chief Administrative Officer for the Town of Bracebridge and the Chief Executive Officer of the Bracebridge Public Library continue to use the 2012 Library Needs Assessment in the preparation of potential future plans for the development of a new or expanded library facility to serve the needs of the community.
4. That the Town of Bracebridge and the Bracebridge Public Library continue to pursue grant and/or other funding opportunities to potentially fund the development of a new or expanded library facility for the Town.
5. That the Town of Bracebridge approve the establishment of a Reserve Fund dedicated to the future expansion of the Bracebridge Public Library building and that the Reserve Fund be used to receive and hold donations from the community for Library expansion purposes.