

Bracebridge Public Library Board Meeting
Tuesday, September 8 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 7:00 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda for September 8, 2015

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

3. Delegation/guests:

None

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of the Tuesday, June 9, 2015

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

5. Business Arising:

5.1 Beaver Creek Institution – Medium services: Library CEO spoke with Town Treasurer, Stephen Rettie about separating the wages and benefits for BCI-Med Library staff from those of BPL Library staff in the Library's budget. Wages can be separated but benefits would be difficult without major administrative changes to the General Ledger structure. CEO will discuss further improvements to allocating a single budget line for BCI – Med expenditures with the Treasurer and/or Town CAO. This should help to address the confusion regarding costs and recovery for our contract with Correctional Service Canada.

6. Correspondence: Hospice Huntsville: An acknowledgment was received from Hospice Huntsville for the donation in memory of Writer-in-Residence, Melody Richardson. It was suggested by A. Freer that in future a memorial might be a book for the library collection. A suitably inscribed bookplate would indicate the person honoured.

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 \$12,218.43 and about \$920.00 was realized from the Strawberry Social event. More book bags have been ordered as they have been selling very well. A. Freer commended Colleen Manary and Nancy Wilson on all their hard work regarding summer sales at Memorial Park and at library book sale events.

7.2 Policy Committee – P. Schofield: Discussion took place regarding the Volunteers Policy #2 and Information Services Policy #1. Corrections are to be made to the Volunteers Policy #2 on page 2, 3rd paragraph which presently reads "All funds raised by the Friends, and all items purchased with these, funds, are the property of the Bracebridge Public Library" to "All funds raised by the Friends, as stated in its constitution, are for the support of library purposes. All items purchased with these funds are the property of the Bracebridge Public Library." Paragraph 4 states that expenditures from these

funds are collaboratively decided upon by the Library CEO and the Friends Executive. These funds do not replace the library's core funding. Corrections are to be made to the Information Services Policy on page 2 "... meet at a minimum, monthly".

Motion: To approve the Volunteers Policy #2 and the Information Services Policy #1, as presented with stated corrections.

Moved by: C.A. Robinson, seconded by C. Wilson. CARRIED

7.3 Expansion Promotion Committee – T. Barker: C.A. Robinson presented the report. The Committee has gone over the PowerPoint presentation, reorganized it and changed the focus to what we can do rather than our short comings. The new presentation is not ready to be presented to the Board because a script has not yet been developed. The Promotion committee will further develop the new presentation and then circulate it to Board Members. It was mentioned that staff member, Caroline Goulding is a helpful addition to this committee in improving the visual impact of the material.

8. CEO Report: The Library Board received the CEO's report of library activities during the summer months including the Annual Institute on the Library as Place Conference. The report is circulated as a separate attachment.

9. Financial Report:

9.1 Financial report to the end of August was received.

10. New Business:

10.1 Withdrawal of funding support for Tier 1 electronic databases: Due to the Government discontinuing funding to SOLS & OLS North, we have lost a significant amount of free electronic databases. SOLS is looking into group purchasing to assist all libraries in getting a discount when making their database purchases. We will use some of the Capacity Building Grant that we will be receiving to help offset the cost for this.

10.2 FOPL Market Probe report: A. Freer prepared and distributed a summary for Board Members regarding the summer webinars presented by the Federation of Ontario Libraries. You can also find this information online at <http://fopl.ca/>.

10.3 Government review of Municipal Act: The Ontario Municipal Act is going to be under review. Board members received a copy of a letter from the Ontario Library Association to the Ministry of Municipal Affairs and Housing, addressing concerns that any changes to that Act should not have negative repercussions for libraries and their Boards. All Ontario libraries are encouraged to send a letter as well. C. Rodney used this letter as a template for a submission from Bracebridge Public Library.

Motion: That the Library CEO send the Bracebridge Public Library letter regarding the review of the Ontario Municipal Act, to the Municipal Legislation Review Committee, The Hon. Michael Coteau, Minister of Tourism, Culture and Sport with a copy to the president of OLA, Jane Hilton.

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

10.4 IT service provided by District of Muskoka: The IT service that we are receiving from the District of Muskoka is not what we hoped it would be. It was assumed that with the increase in cost to the Muskoka Consortium libraries, the District would hire another person to help take care of the libraries' needs. This extra District IT staff person has not been hired as of

yet. It appears that we are not seeing much of an improvement in our IT service and there are numerous limitations due to the level of security, such that staff are unable to access sites that we need.

Motion: That the CEO draft a letter supported by statistics and collect information to support our case that we are not receiving adequate IT support from the District and that we cooperate with Gravenhurst & Muskoka Lakes in getting statistics and defining the problem.

Moved by: C.A. Robinson, seconded by P. Schofield. CARRIED

10.5 In Camera:

Motion: To move to In Camera session.

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

Time: 8:30pm

Motion: To move out of In Camera session.

Moved by: T. Barker, seconded by T. Henderson. CARRIED

Time: 9:25pm

Motion: That the title of Children & Youth Services Coordinator be changed to Children & Youth Services Librarian.

Moved by: L. Jacob, seconded by P. Schofield. CARRIED

Motion: That the CEO be authorized to work out a satisfactory solution for finalizing the hiring of the 2nd contract staff position at Beaver Creek – Medium Library subject to retroactive ratification by the Library Board at the next Board meeting on October 13.

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

11. Date of Next Meeting: Tuesday, October 13, 2015, 7 p.m.

12. Adjournment declared by the Chair: 9:32 p.m.