

Bracebridge Public Library Board Meeting
Tuesday, April 12, 2016 at 7 p.m.
MINUTES

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

Regrets: B. Taylor, T. Barker

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 12, 2016

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

3. Delegation/guests:

A request to add Mike Mayes-Stewart to the Library Board has been approved by General Committee but is not official until approved by Council.

Motion: That Mike Mayes-Stewart be able to enter into all conversations during tonight's Board meeting under the Library Board's procedural By-laws.

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

Staff Report: Staff member Nancy Beasley explained to Board members how the Interlibrary Loan (ILLO) system operates. If you are looking for an item that BPL doesn't own we are able to request it from another library. Patrons may order items by speaking to the Information Desk staff, by email or by registering for patron-initiated ILLO. In order to do your own ordering you must apply through the website and receive a user name and password. The database we use is VDX. We can bring in items from all across Ontario. Items from southern Ontario come by a special courier. Because northern Ontario does not have courier service, these items come by mail. The same applies when we loan our items out. ILLO items can only be renewed once, unless stated otherwise. The amount of material requested varies monthly. Our patrons requested 2,283 items in 2015, with 2,138 being filled. Other libraries requested 2,206 items from us, of which 1,472 were filled. Material can arrive anytime between 1 day and 6 weeks depending on availability. We are fortunate to receive courier service 3 days a week.

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday March 8, 2016

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

Motion: To accept the minutes of Tuesday March 16, 2016

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

5. Business Arising:

5.1 Nipissing University meeting: The community information meeting held in the Sportsplex on March 22 was chaired by Mayor Graydon Smith. Members of council and three representatives from Nipissing University were present as well as a substantial number of interested citizens from the community. The CEO, Board Chair and two Board members represented the Library. A number of suggestions were made for the use of the Nipissing site as an educational, social service or business facility. The President of Nipissing University, Michael DeGagne, stated that with university retrenchment going on in the province, other universities are unlikely to take over the Nipissing site. The collection of Nipissing material currently housed and circulated by BPL will be returned to the main campus when requested.

- 6. Correspondence:**
- 6.1 SOLS trustee meeting:** The next meeting will be at the Gravenhurst Public Library on Saturday April 30 2016 at 10:00am – a light lunch is included. L. Jacob as the Board's official appointee will be attending. If anyone else is interested in attending this regional meeting please let L. Jacob know this week.
- 6.2 From Brian Jacques Law Office:** A letter from lawyer Brian Jacques contained the information that BPL has been listed as a beneficiary for one of our patrons who has passed away. C. Rodney will ask Steve Rettie, Treasurer for the Town of Bracebridge, to attend the next board meeting to reassure us that the Library Board has control over how this type of money is designated for use.
- 7. Ad hoc/Standing Committee Reports:**
- 7.1 Friends of the Library:** A. Freer reported that President Colleen Manary gave a report on activities and plans at the last Friends meeting.
- 7.2 Policy Committee –** No updates at this time.
- 7.3 Expansion Promotion Committee:** The committee met on April 1. Work on the information pamphlet to be distributed to estate planners, lawyers, funeral homes, etc. is going well. A sample of the pamphlet was presented for Board Member comments. Suggestions and changes were noted. When the pamphlet is finalized, a print run of 50-100 is anticipated. A brief explanatory letter will accompany the pamphlet.
- 8. CEO Report:** BCI-MED is officially closed. Staff member Julene Jones did an excellent job going through files and ensuring that the operation was left in good order. Tech Time was so popular that we are hoping to run another 8 week session in the fall. Although Reg Fitchett didn't charge us for presenting the sessions, we did give him an honorarium. We had lots of activity during March break. Internet trainer Kathy Ashby is back again. This program is very popular and we should look into increasing these hours for the next budget. Staff member Lynn Stewart who has been with the library for almost 20 years has moved on. Staff took her out for dinner as a thank you for her years here with us. A. Freer will send her a letter on behalf of the Library Board.
- 9. Financial Report:**
- 9.1 Budget Variance report for March 2016 distributed for 1st quarter approval:**
It was decided that C. Rodney would continue to send her version of the report for the quarterly reviews, as it is easier to read.
- Motion: To approve the budget variance report for the 1st quarter
Moved by: T. Henderson, seconded by L. Jacob. CARRIED
- 10. New Business:**
- 10.1 Staff Appreciation Dinner committee:**
An ad hoc committee is needed to plan the staff appreciation dinner for this year. The dinner will be held in June, date to be announced. Monday evening works best since the library closes at 6pm. C.A. Robinson and C. Wilson volunteered to work on details.
- 10.2 Library presence on Town website:**

The Town is almost ready to launch its new website. There are pictures of department heads listed on the new site. It was decided that a picture of the library board and CEO would be taken. M. Mayes-Stewart volunteered to take the picture. Contact sources listed will be the CEO and Library Board Chair. C. Rodney will arrange a time for the picture when everyone can be present.

10.3 2015 Library Annual report:

Some discussion took place about the length of the Beaver Creek material in the 2015 Annual Report. It will definitely be shorter in the 2016 report, as we will have provided only 3 months of service in 2016. It was suggested that there should be a note in the executive summary that the BCI-MED contract is ending in March 2016. Among other items regarding BPL, the CEO noted that circulation by the hour is listed since it helps validate the hours we are open. The Annual report is a valuable working document for the Board, the Town Council and interested citizens. It is hoped that the report will be presented to Council on April 26, 2016.

Motion: To accept the 2015 Bracebridge Public Library Annual report as amended
Moved by: T. Henderson, seconded by C. Wilson. CARRIED

10.4 Examination of building options:

1. Pros and cons of staying at the Manitoba Street site:

Pros: – an anchor for the downtown; historic Carnegie building; nostalgia
Cons: – lack of parking; AODA accessibility concerns; space no longer adequate; expensive to run; aging building; Post Office land environmental issues; Post Office building asbestos concerns. Major issue: how to carry on service while construction work is happening. Suggested alternate civic use for Carnegie building is an important Town Council decision.

2. Pros and cons of a shared building with the Arena:

Pros: - possible saving re shared spaces such as public washrooms, foyer, coffee service and large program room; attract another demographic; reduce competition for funding & build dates

Cons: the library will still need a separate meeting room; a board/tutorial room; washrooms for the children's library and staff room; full service elevator if two storeys. The library needs to be near schools and on a major thoroughfare. It needs to be self- sufficient and an equal partner with a building partner.

3. The library moves to a new location:

This item has been extensively researched by previous boards and a report on the study is available. The options are limited.

How are the present options to be decided? What are the costs of each option? Which option will best serve the strategic plan of the library and library services in Bracebridge? The Board and CEO will provide input to John Sisson for a report to be made to Council in June 2016.

11. Date of Next Meeting: Tuesday, May 10, 2016, 7 p.m.

12. Adjournment declared by the Chair: 9:30 pm.