

Bracebridge Public Library Board Meeting
Tuesday, February 9 2016 at 7 p.m.
MINUTES

Present: A. Freer (Chair), T. Barker, L. Jacob, T. Henderson, C.A. Robinson,
P. Schofield, B. Taylor, C. Wilson 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 for February 9, 2016

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

3. Delegation/guests:

Staff member Ruth Holtz described our Visiting Library program which has been operating since 2002. Patrons who are not able to get to the library are matched with a volunteer who ascertains their interests, chooses books for them, checks them out, delivers them to the patron and then returns the books. Visits take place approximately every 3 weeks. There are 10 people using the service at the moment but there have been 30-40 since the program started. Information about the service is on the website.

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday December 8, 2015

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

Quorum was not met for January 12th meeting; minutes were only reviewed.

5. Business Arising:

5.1 Syrian Refugees: CEO has received four donations from Board and Staff members to purchase information and library related material for new Syrian families in our community. C. Rodney and R. Holtz will select suitable items from Library Services Centre.

6. Correspondence:

6.1 Letter to Mayor: A letter has been sent to Mayor Graydon Smith and Council asking to have another Board member appointed. There are presently only 8 members and our bylaws state that there should be 9.

6.2 Correctional Services Canada: An official letter has been received from Correctional Services stating that, due to financial constraints, the contract between the Board of Bracebridge Public Library and Correctional Services Canada for the provision of library service to Beaver Creek Institution - Medium will not be renewed.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library: A. Freer reported that the current funds of the Friends stand at a little over \$14,000. There are several things in the works such as a Babies Need Books initiative, a June Strawberry Social and "Edible Books".

7.2 Policy Committee – Circulation #1 – Hours of operation, Circulation #2 – Membership, Circulation #3 - Confidentiality, Circulation #4 – Circulation of Library Material and Circulation #7 - Visiting Library Service: Some discussion of these policies took place at the January, meeting.

Motion: To approve Circulation Policy #1: Hours of Operation
Moved by: C.A. Robinson, seconded by L. Jacob. CARRIED

Motion: To approve Circulation Policy #2: Membership
Moved by: T. Henderson, seconded by C. Wilson. CARRIED

Motion: To approve Circulation Policy #3: Confidentiality
Moved by: C.A. Robinson, seconded by T. Henderson. CARRIED

Motion: To approve Circulation Policy #4: Circulation of Library Material
Moved by: P. Schofield, seconded by C.A. Robinson. CARRIED

Motion: To approve Circulation Policy #7: Visiting Library Service
Moved by: T. Barker, seconded by T. Henderson. CARRIED

7.3 Expansion Promotion Committee: The committee continues to work on a new pamphlet.

8. CEO Report: The Library Board received the CEO's report which included strategic plan goals that have been worked on, the success of the Lakeland Sessions as well as the new Tech Time sessions, workplace training sessions and First Aid training. An addition was a description of the overflow audience that came to the library on Saturday, January 30 as part of the Town's Fire and Ice Festival to hear Lynn and Bob Jacob's Armchair Travelogue on their trip to Antarctica.

9. Financial Report:

9.1 Budget Variance Report for February 2016 was received. The Year End financials should be available by the next Board meeting. The 2016 budget will be subject to approval by Council the first part of March.

10. New Business:

10.1 Nipissing University: NU has announced that they will be closing by June 30, 2016. The NU collection will go back to the university and 9 bays of 5 shelves each will become available for some much needed space for Bracebridge Library use. L. Jacob indicated that she and her husband have asked that the money they donated to NU's "Learning in Muskoka Fund" be returned and redirected to other not-for-profit funds they will support such as the library.

10.2 OLA Superconference:

Three people attended this year: C. Rodney, R. Holtz and C.A. Robinson. Highlights for R. Holtz were the sessions about the Edmonton Public Library and the City of Edmonton joining together to create a "City of Learners". 90% of Edmontonians describe themselves as "lifelong learners." The mission statement of the Edmonton Library is "We grow learners." The session with Ken Haycock, a noted expert in the library field, was on using the power of persuasion. Ruth is always inspired by everything she learns at OLA but realizes that our budget and lack of space can be an impediment to making use of some of that knowledge. (Notes available.)

Highlights for C. Rodney were the sessions on Easy & Effective Signage (Do you really need a sign to solve a problem?); Myopia to Utopia (engaging teens in program development); Incubating Ourselves (innovation is good for us, tech development in the future will create big changes – be prepared!); Community-led Libraries (outreach, listen to needs of people & what they think library can do to meet those needs, equitable isn't the same as equal).

C.A. Robinson attended the Boot Camp session. This session covered key documents: the Public Library Act, the Municipal Act and the Federation of Ontario Public Libraries' folder "Cut to the Chase". The relationship between library and municipality should be a constructive one with an alignment of mission and strategic direction in service to the citizens of a community. Other items related to the work of the board in governance: developing policies, evaluation and supporting and evaluating the CEO in carrying out the mission and policies of the board. Community involvement was stressed. (Notes available.)

10.3 Board Appointments:

The letter to the Mayor and Council has not been answered yet. C. Wilson informed everyone that if we want to increase the Board by one member, it has to be brought forward to council, which he will do. The Library Board Bylaw #1 – Library Board Membership states that we have 9 members.

10.4 Closed Session:

Motion: To move into closed session.

Moved by: P. Schofield, seconded by B. Taylor. CARRIED

Time: 8:30 pm

Motion: To move out of closed session.

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

Time: 9:21 pm

11. Date of Next Meeting: Tuesday, March 8, 2016, 7 p.m.

12. Adjournment declared by the Chair: 9:21 pm.