

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

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

**Regrets:** T. Barker, C.A. Robinson, P. Schofield, B. Taylor,  
**A Quorum was not achieved, therefore, no motions were passed.**

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

The meeting was called to order at 7:05 p.m.

**2. Approval of the Agenda:**

Correction – change the year on the Agenda to read January 12 2016

To be approved at the next meeting

**3. Delegation/guests:**

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

To be approved at the next meeting

**5. Business Arising:**

**5.1 Beaver Creek:** We are still waiting to hear back from BCI-MED about the contract.

**CEO Evaluation:** The yearly evaluation for C. Rodney will take place next Monday evening at 6:30 in the library. Appointed Board members for the evaluation are T. Barker, L. Jacob, T. Henderson and A. Freer.

**6. Correspondence:**

**7. Ad hoc/Standing Committee Reports:**

**7.1 Friends of the Library:** No Report.

**7.2 Policy Committee – Personnel Policy #2 – Terms of Employment:**

Circulation #1 – Hours of operation, Circulation #2 – Membership, Circulation #3 - Confidentiality, Circulation #4 – Circulation of Library Material and Circulation #7 Visiting Library Service.

To be approved at the next meeting

**7.3 Expansion Promotion Committee:** The committee is going to create a pamphlet for those wishing to make a legacy or memorial donation to the Library Expansion Fund. The pamphlet will be available in the library and to those for whom the information will be of interest. A draft will be prepared by A. Freer and C. Rodney for consideration by the Expansion Promotion Committee and the Board.

**8. CEO Report:** The Library Board received the CEO's report on circulation statistics, maintenance matters and a special activity for the month of December. Statistical highlights showed that outgoing materials were 1% above those of the previous year; attendance statistics have also increased for children's programs. Of particular importance is that we have over 8000 active cardholders. Building maintenance included cleaning ducts; the 2016 Building Maintenance budget will be decreased by \$2,000 (this is an expenditure approximately every 5 years). Attempts were made to evict a squirrel who has taken up residence in the attic. The Library will be participating in the Town's Fire and Ice Festival on January 30, 2016.

Bracebridge residents, Lynn and Bob Jacob, will be presenting a program in the Library's Reading Room on their travel experiences in Antarctica.

**9. Financial Report:**

**9.1** Budget Variance Report for 2015 as of January 9, 2016 distributed. Note that this is not the final year-end financial statement. There are still invoices coming in for 2015.

**10. New Business:**

**10.1 Syrian refugees outreach:** Our wholesaler, Library Services Centre, has "newcomer packages" available for purchase. Assembled packages may be purchased or you may make up your own packages. Prices vary depending on the package you wish to purchase. There are 6 families coming to Muskoka. It was suggested that the Board and Staff may wish to participate in Bracebridge efforts through personal donations for the purchase of library newcomer packages.

**10.2 Closed Session:**

To be discussed at the next meeting

**11. Date of Next Meeting:** Tuesday, February 9, 2016, 7 p.m.

**12. Adjournment declared by the Chair:** 8:07 p.m.