

**Bracebridge Public Library Board Meeting**  
**Tuesday, March 8 2016 at 7 p.m.**  
**MINUTES**

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

**Regrets:** B. Taylor, T. Henderson

**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 March 8, 2016

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

**3. Delegation/guests:**

Guest - Mike Mayes-Stewart, a previous Board member.

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

Motion: To accept the minutes of Tuesday February 9, 2016

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

**5. Business Arising:**

**5.1 Board appointment:** The Library Board has made a special request to council for a 9<sup>th</sup> member to be appointed in accordance with the Library's by-laws. Town staff will place an advertisement on the Municipal Page of the local paper. Presumably, a candidate will then be selected at the April Council meeting.

**5.2 Delegation – Staff member reports:** The idea is to have a different staff member report from time to time on what their job entails. Nancy Beasley has been asked to attend the April meeting and report on Inter-Library Loan.

**6. Correspondence:**

**6.1 SOLS listserv:** Email notification that Federation of Canadian Municipalities is calling for action from the federal government to investigate restrictive ebook prices for public libraries. At the moment costs are high (3-5 times more for a library to purchase), there are unpredictable terms and there are fewer copies available for library users.

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

**7.1 Friends of the Library:** A. Freer reported that the current funds of the Friends stand at \$15,213.66.

**7.2 Policy Committee – P. Schofield - Circulation #6 – Interlibrary Loan:**

The new policy is considerably smaller as we removed the procedural information that didn't belong there. This is a very important service.

Motion: To approve Circulation Policy #6 - Interlibrary Loan

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

**7.3 Expansion Promotion Committee:** It was suggested that we look into changing the name of the expansion fund or possibly adding another budget line so that it covers more than just expansion allowing us to be able to earmark money for specific use. Cathryn will ask Steve Rettie, Director of Finance for the Town of Bracebridge, to attend the next Board meeting so that he can direct us in the right choices.

**8. CEO Report:** The Library Board received the CEO's report for February which included a 4% increase in year-to-date circulation over last year as well as the successful adult programming of the Tech Time sessions and the Travel Tips for Seniors. Things are slowly starting to wrap up at BCI-Medium Library. There will be some work overflow into April in order to clean things up. On a sad note, long time Page, Lynn Stewart has given her resignation.

**9. Financial Report:**

**9.1** There are no approved budget figures to indicate percentage year-to-date figures. The library CEO's have still not gotten together with Chantel from the District to discuss our IT service.

**9.2 2015 year-end financial report:**

C. Rodney gave an overview of the 2015 budget. Individual budget lines were either over or under in expenditures, bringing us within 98% of our approved 2015 budget. Some examples are equipment contract/leases which were over by \$1000.00 but we were under on carpet installation since it came in less than the quote. There were also areas where we had expenditures that were offset by specific revenue such as \$250.00 for LEGO that was reimbursed by the Friends of the Library.

Motion: To approve the fourth quarter financial report

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

**9.3 Draft Budget presentation:**

A. Freer and T. Henderson attended the General Committee meeting on February 29 when the Town's 2016 budget was presented. The Library section received a short discussion with a couple of questions about mileage and website.

**10. New Business:**

**10.1 Board Development Kit – Chapter #8 – L. Jacob:**

All Board members should read this section of the kit. It highlights the responsibility of the board in planning to "create the future you've imagined". We need to have a shared compelling vision and a way to measure if we have reached our goals. Our monthly reports, annual report, and annual survey for the Ministry of Citizenship, Culture and Sport are ways we measure and acknowledge what we have accomplished for the year. Some discussion took place as we pondered the question of whether we should pursue being an accredited library. We should be finished reviewing the board development kit by May and possibly take June to review the Strategic Plan.

**10.2 Nipissing University meeting:**

There is a meeting at the Sportsplex on March 22 at 7pm, to discuss the future of the NU building. All board members should try to attend. A. Freer and C. Wilson will speak to L. MacDonald at the Town Office to see if we can ask our local MP for support on our future build.

**10.3 Closed Session:**

Motion: To move into closed session.

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

Time: 8:50 pm

Motion: To move out of closed session.

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

Time: 9:25pm

**11. Date of Next Meeting:** Tuesday, April 12, 2016, 7 p.m.

**12. Adjournment declared by the Chair:** 9:26 pm.