

**Bracebridge Public Library Board Meeting**  
**Tuesday, January 10, 2017 at 7 p.m.**  
**MINUTES**

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

**Regrets:** T. Barker

**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 amended agenda for January 10, 2017

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

**3. Delegation/guests:** Children's & Youth Services Librarian – deferred to February meeting.

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

Motion: To accept the minutes of Tuesday December 13, 2016

Moved by: M. Mayes-Stewart, seconded by T. Henderson. CARRIED

**5. Business Arising:**

**6. Correspondence:**

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

**7.1 Friends of the Library – A. Freer: None:**

**7.2 Policy Committee – None:**

**8. CEO Report:** Activity at the Library was quieter during the month of December – probably due to Christmas holidays, inclement weather and possibly the loss of Nipissing University students due to the closing of the facility. Patrons have been introduced to Library Elf. This is an email reminder service for patrons to indicate when items are coming due. C. Rodney, R. Holtz and C. Dawkins attended Mental Health Awareness training sessions instructed by Suzanne Witt-Foley. The sessions touched on different issues such as drugs, alcohol, bipolar, what's involved, how to recognize a problem, how to deal with it, etc... All Town employees will eventually have this training.

**9. Financial Report:**

**9.1 Financial statement to end of December distributed:**

This is a year-to-date statement as opposed to a year-end statement as not all 2016 invoices have been posted yet. Pay equity budget line has been deferred to 2017. The final Year End report will be near the end of February. C. Rodney will present an updated 2016 statement and a list of items that are not included yet at the next meeting.

**9.2 Draft 2017 Budget:**

The Town Treasurer did some minor adjustments to the 2017 draft budget regarding revenue and operating costs. The CEO noted a discrepancy in the 2017 benefit costs and will confirm if the difference could be caused by a staff member moving into eligibility.

**10. Library Expansion Report:**  
**10.1 Arena/Library report**

The presentation from MJMA is January 24, 2017 at 9:00am at the Town Office.

**11. New Business**

**11.1 Title change for Reference Librarians:**

C. Rodney requested Board approval to change the current title of "Reference Librarian" to "Information & Digital Services Librarian". This is a more descriptive title to reflect the services that they are actually providing.

Motion: That the title of Reference Librarian be updated to Information & Digital Services Librarian

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

Motion: That wherever in all policies and correspondence at Bracebridge Public Library the title "Reference Librarian" is used it be amended to now read "Information & Digital Services Librarian"

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

**11.2 Bequest received:**

The bequest of \$11,287.85 from the estate of Margaret Rose Sowman (Bonnie) has been finalized. Mrs. Sowman was a long-time patron and supporter of the Library. She had attended the Library expansion information sessions and engaged in many conversations with staff about the Library's future.

Motion: That the bequest of \$11,287.85 from Margaret Rose Sowman be deposited into the Library Expansion Reserve account

Moved by: M. Mayes-Stewart, seconded by C. Wilson. CARRIED

**12. Date of Next Meeting:** Tuesday, February 14, 2017, 7 p.m.

**13. Adjournment declared by the Chair:** 8:08 pm.