

Bracebridge Public Library Board Meeting
Tuesday, September 12, 2017 at 7 p.m.
MINUTES

Present: A. Freer (Chair), T. Henderson, B. Hutchinson, P. Schofield, C.A. Robinson, M. Mayes-Stewart, C. Rodney (CEO)

Regrets: T. Barker, C. Wilson, L. Jacob

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 September 12, 2017

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

3. Delegation/guests: None

4. Approval of the Minutes of the Tuesday, June 13 and September 5 meetings:

Motion: To accept the minutes of Tuesday June 13, 2017

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

Motion: To accept the minutes of Tuesday September 5, 2017

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

5. Business Arising:

5.1 Board self-evaluation: The general consensus of the Board was a dissatisfaction with the quality of the questions from the Dalhousie method. It was suggested that the Board create their own survey and have input into what questions should be asked so that it is more relevant to our needs. Also discussed was the need for an updated Job description for the CEO/Chief Librarian. C. Rodney will revise the job description. An evaluation of C. Rodney will be completed, after the updated job description has been done, by a committee of three Board members - A. Freer, T. Henderson and B. Hutchinson.

Motion: That a committee consisting of A. Freer, T. Henderson & B. Hutchinson be formed to conduct the annual evaluation of the CEO/Chief Librarian, C. Rodney.

Moved by: P. Schofield, seconded by M. Mayes-Stewart. CARRIED

6. Correspondence: None

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The AGM of the Friends will be held on October 11, 2017, 7pm. There will be a bake sale on October 28. A discussion will take place with regard to the annual Strawberry Social as numbers were down this year. There is \$17,913.37 in the Friends treasury.

7.2 Policy Committee – Public Relations #2 – Canada’s Anti-Spam Legislation (CASL): This was a challenging policy that took four sessions to complete. No questions were raised by Board members, but an acknowledgement was made for the detailed work done by the Policy Committee. Training on this policy for Library trustees and staff is mandatory, therefore a motion to approve this policy will be taken as an understanding of the policy by Board members, including all in receipt of these minutes.

Motion: That Public Relations Policy #2 – Canada’s Anti-Spam Legislation be approved

Moved by: C.A. Robinson, seconded by B. Hutchinson. CARRIED

8. **CEO Report:** C. Rodney highlighted that our Summer programs were a success, with an increase in the participants in our annual Readopoly program. We engaged in the community as per our Strategic Plan Objective 5.4 by holding programs at the Centre for Active Living and having a Library booth at several outdoor events. Circulation for June was down. Some reasoning for this was the loss of the NU students, the school board investing in Overdrive for their students and parents, the new Netflix Canada version coming out as well as changes to our children's programming due to the late acquisition of a summer student programmer.
9. **Financial Report:**
9.1 **Financial statement for August distributed:**
This is not a quarterly report so no motion is required. There is no amount under book binding as we have fewer items sent for repair. Pay Equity should be addressed before November.
10. **New Business:**
10.1 **Muskoka Lakes Twp & Library leaving District IT & SirsiDynix –** C. Rodney and A. Freer received a registered letter from Muskoka Lakes Library to inform us of this change. Gravenhurst and Bracebridge are hoping to meet with Muskoka Lakes to get some answers as to why they are leaving and what ILS they plan to use. This will have an effect on our SirsiDynix charges since we will now be halving the cost with Gravenhurst instead of our usual third.
- 10.2 **Community-based Strategic Plan meetings – Public Forum September 23:**
The Town is presenting these forums conducted by the consulting firm StrategyCorp. There will be a morning and afternoon session on September 23, as well as an evening one on September 26. All Board members are encouraged to attend. One-on-one sessions were undertaken with Town Councillors, Town Senior Staff and the Library CEO. A. Freer attended the invitational session for community stakeholders as the Library representative on the afternoon of September 26.
- 10.3 **2017-18 Improving Library Digital Services (ILDS) Fund - \$4,950:** - The Ministry of Culture, Tourism and Sport is investing money in Ontario libraries. Our share will be \$4,950.00 which will be used for various electronic purchases, including the digitization of our microfilm.
- 10.4 **New Library programs –** We have started a couple of new programs for the Fall - Virtual Author Talks and Monthly Tech sessions. All Board members are encouraged to sign up for our monthly newsletter – please give your email to Ruth Holtz to be added to the list – and check out our Twitter, Facebook and web page.
- 10.5 **Recent opinion piece in the Muskoka Region newspaper –** Disappointment was expressed by the CEO and Board Chair for an opinion piece by P. Boyer (Muskoka Region, Sept. 7) which expressed some erroneous information attributable to the Library CEO and Town Senior staff.
- 10.6 **Library research by Board members (replaced for tonight by An Update on the Sierra Planning and Management Library Accommodations Study and General Committee meeting –** All Board members have studied the report and discussed it at the special Board meeting of September 5. At the General Committee meeting September 12, CAO J. Sisson reviewed in detail, all of the steps regarding library expansion that have taken place over the years. J. Hack, Director of Sierra Planning & Management, addressed a supplement to the original report regarding the citizen's proposal and reaffirmed the criteria for removing it from further consideration. It was stated by Mayor Graydon Smith that a decision

by Council needs to be made so that plans for the new Arena/Library can go forward. General Committee passed a motion in favour of co-location at the September 12 meeting but the Library Board must wait for Town Council to ratify the motion before proceeding with a response. Once the Library Board has made its response, it is the responsibility of all Board members to speak with one voice going forward.

11. **Date of Next Meeting:** Tuesday, October 10, 2017, 7 p.m.
12. **Adjournment declared by the Chair:** 9:02 pm.