

Bracebridge Public Library Board Meeting
Tuesday, December 11, 2018 at 7 p.m.
MINUTES

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

Regrets: L. Jacob, P. Schofield

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 the December 11, 2018 meeting.

Moved by: T. Henderson, seconded by T. Barker. CARRIED

3. Delegation/guests:

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday November 13, 2018

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

5. Business Arising:

5.1 SOLS sample policy formats. C. Rodney and B. Hutchinson created a spread sheet of our policies and the SOLS policies. They are now matched up and can be easily located in the new index. All of our policies except for the Personnel policies can be found on the library website.

6. Correspondence: The CEO received an email from the Huntsville Public Library CEO. The email is from their Board Chair to SOLS regarding Trustee meetings that are held in November and April where attendance may be affected by weather conditions. Possible date changes were suggested. Bracebridge Library Board felt there was no action required regarding this.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The Friends recently held a book sale. The Friends will meet in early January to look at their constitution.

7.2 Policy Committee: N/A

8. CEO Report: This report has been circulated to all Board Members prior to the meeting. Highlights include: the typical week survey which noted the varied demographic of our Library users, proving that libraries are not just for retirees and kids; a training session for supervisors on "Impairment at Work"; and a partnership with the Simcoe Muskoka District Health Unit to present a session in the Library called "Raising Competent Children".

9. Financial Report:

9.1 Financial statement to the end of November distributed.

This is not a quarterly report and does not require a motion. The Public Library Operating Grant has arrived and will be on the December statement. C. Rodney addressed some of the lines from the budget. Some items that are on order have not arrived. If they are not here by year-end we will post the invoices so they will be included in the 2018 budget.

9.2 Draft 2019 Library Budget for approval.

The draft budget was circulated to all Board members prior to this meeting. Some points of interest are: that the elevator project is being postponed until the 2020

budget; benefits figures will be updated once the Town Treasurer S. Rettie has the final numbers; the addition of an extra 2.5 hours for one Information & Digital Services staff will make that staff member eligible for benefits and therefore increase that line in the budget; and IT Other has an increase since Gravenhurst and Bracebridge are sharing the cost after Muskoka Lakes Township Library opted out.

Motion: To approve the proposed 2019 draft budget.

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

10. New Business:

10.1 Board legacy document: A discussion resulted in an amendment to include addressing issues that arose from the Pay Equity Review in 2018 and to omit reference to the reuse of the Carnegie building as that is a not a Board function. C.A. Robinson will update the document (see attached).

Motion: To pass the Bracebridge Public Library Board Legacy document 2014-2018 as amended.

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

10.2 OLA Superconference Jan 30-Feb 2:

This year the conference runs from January 30 to February 2 2019. C. Rodney has booked accommodations for the Tuesday, Wednesday and Thursday night – one room for C. Rodney and one staff member, and one room for 2 Board members. There is also a room booked for the Friday night for a Board member who would like to attend the Library Board Boot Camp on Saturday.

10.3 Library research by Board members.

A. Freer touched on a couple of items of interest. A new library for Helsinki, Finland contains ample maker spaces. Libraries that are lending musical instruments (Barrie does this) – Kitchener Public Library just received a donation of a range of 150 new instruments from Sun Life Financial – Kingston Library loans violins as well as sheet music. A newspaper in England expresses major concern on skim reading – this ultimately prevents deep reading which is highly important. Middlesex County is experimenting with no fines for Children and Youth materials (total revenue lost was \$8000) – with 15 libraries in their system, it is not as big of an impact to their budget - Windsor Public Library tried this but have since returned to their previous fine system. Haskell Free Library and Opera House, has a unique situation, one half is in the USA and the other half is in Quebec. The Library now provides a safe meeting place for refugees who have family members in either country. The Ministry of Culture, Tourism and Sport award winners for 2017 Small Library category included a previous BPL staff member Caroline Goulding and the Fort Frances Public Library - Caroline has also written an article on "How to help Library CEO's overcome stress".

11. Date of Next Meeting: Tuesday, January 8, 2019, 7 p.m.

12. Adjournment declared by the Chair: 8:29 pm.

Bracebridge Public Library Legacy Document – 2014-2018

<p>The Library and its community partners</p>	<p>The Municipal Council views our Library as a necessary part of the community and a community hub.</p> <p>The Library Board has practised fiscal responsibility in examining monthly and quarterly statements. The annual budgets have received approval by the Municipal Council.</p> <p>The Library has been consistently represented at Council by the CEO, Council representative and the Board Chair at General and Municipal Council meetings.</p>
	<p>Other key Community Partners view the Library as a community resource. The Library offers programs to support the needs of the community to the best of its ability, given space constraints.</p> <p>Our most important and key community partner is the Town of Bracebridge with whom we work closely. The Trillium Lakeland School Board is another key partner. As we plan and work together for a joint facility, the Recreation Department is now and will be a key community partner.</p>
<p>Major governance issues faced in our term</p>	<p>No major issues arose during the 2014-2018 term. The Board has worked hard and functioned well.</p>
	<p>We were able to accomplish a review of previous policies and responded in our policies to Federal and Provincial legislation such as the Personal Information and Electronic Documents Act (PIPEDA), The Canadian Anti-Spam Legislation (CASL) and updates to the 2005 Ontarians with Disabilities Act (AODA). Southern Ontario Library Service (SOLS) lists of policy recommendations were followed.</p>
	<p>We participated in the recent pay equity act review in accordance with the 1990 Pay Equity legislation. Some issues have arisen which must be addressed by the new Board.</p>
	<p>The incoming Board will need to address the following opportunities:</p> <ul style="list-style-type: none"> - maintain the Library's operational condition, considering that the original portion of the Library is 110 years old - have active input to, and maintain oversight of, the development of the new Library.
<p>Community Involvement</p>	<p>As volunteers at Library displays and Town events, Board members have had an opportunity to promote the Library's importance and services.</p> <p>Board members are active participants in other community organizations and promote the Library's importance and services.</p>
<p>Challenges for the new Board</p>	<p>New Library – working with the Town in fundraising and design. Continuing to encourage Council to advocate for the Library at the provincial level.</p> <p>Continuing the high level of professionalism and service in the Library.</p>