

Bracebridge Public Library Board Meeting
Tuesday, March 13, 2018 at 7 p.m.
MINUTES

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

Regrets: T. Barker, 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 amended agenda for the March 13, 2018 meeting.

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

3. Delegation/guests:

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of the Tuesday February 20, 2018 meeting.

Moved by: B. Hutchinson, seconded by P. Schofield. CARRIED

5. Business Arising:

5.1 OLA Conference Report: B. Hutchinson. B. Hutchinson gave a power point on the sessions that she attended at the OLA Conference and noted that she was impressed with her sessions and the entire OLA Conference in general. A few of the things she touched on were that the conference was attended by over 5,000 people with 10-15 sessions running concurrently. As part of the Conference she provided pictures of her visits to Vaughan Public Library and Albion Public Library. Some interesting items to keep in mind for our own build were: an arrangement of small tree trunks in the children's department which children liked to read under; baffles for air flow; green rooms; partially absorptive glass rather than merely reflective; maker spaces include knitting, music, 3D printer, "adulting" classes, etc.

5.2 Letter of Support from Council. C. Wilson was asked at the last Board meeting to approach Council about a letter of support to increase the Provincial Library grant which has been frozen for twenty years. C. Wilson noted that he has passed this on to the clerk and it will be discussed at the next General Committee meeting on March 20.

6. Correspondence:

6.1 Hunters Bay Radio interview: C. Rodney and C. Wilson were interviewed by a representative of Hunters Bay Radio. C. Rodney will forward the 20-25 minute interview to all Board members. C. Wilson felt they were only looking for background information, timelines, etc. A. Freer was to be interviewed as well. Unfortunately time did not permit the interview to take place, but information was used from an email that was sent.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The executive met at 5:00 pm today. The organization was approached by the Town's Economic Development Officer to see if the Friends would be interested in using Woodchester Villa for meetings, events, etc. The Friends decided that it would not be conducive for their purposes at this time.

7.2 Policy Committee – Retention of Records: Nothing to report.

- 8. CEO Report:** R. Holtz compiled the report on C. Rodney's behalf. Library Aide Chris Boorman has retired. Internet trainer Kathy Ashby has also retired. The staff hours that were allotted for this position may be shared between two of the Information staff positions. This would result in fewer hours for training due to the rate of pay, but would instead allow the library to run training sessions for the public through the year instead of only in the spring and fall. One staff member is already doing this type of work so it will make it more consistent. Circulation is down this month, particularly the DVD collection. This may be because of the new Canadian Netflix. There are also fewer days in February which would also impact the numbers.
- 9. Financial Report:**
- 9.1** A copy of the February 2018 monthly statement was not available but material will be available in the April Quarterly report. The Board questioned if they really required a monthly financial statement. The Town Council does not receive monthly reports, only quarterly ones. Monthly reports might only be needed when a special project Committee needs to indicate progress. It was decided that we should develop a policy for this. Consistent with long term policy, the Board as a whole would receive the quarterly statement. The Policy committee will add this to the list of policies to deal with. C. Dawkins compiles invoices. A Freer examines and signs off on them in C. Rodney's absence on a short term disability leave.
- 10. New Business:**
- 10.1 2018 budget provisions for preparatory work for Community Centre/Library:** A. Freer contacted CAO J. Sisson for information re the Community Centre/Library project. Council has passed a motion to provide \$5.1 million from capital reserves to begin site preparation. There will most likely be more information at the March 20, 2018 General Committee meeting. A question raised by Board members concerned the input the Board could contribute to the ongoing process. It was decided that at the next meeting on April 10 a list of priorities for the new library should be compiled as well as revisiting what can be removed from previous lists. Such a list needs to be a living document. All Board members should bring their lists to the next meeting for discussion.
- 10.2 Library Trustee meeting:**
The next meeting will be April 21 at Victoria Harbour. If anyone is interested in attending please let L. Jacob know. B. Hutchinson indicated her interest in attending.
- 11 Closed Session**
Motion: To move into closed session.
Moved by: C.A. Robinson, seconded by M. Mayes-Stewart
- Motion: To move out of closed session.
Moved by: C. Wilson, seconded by B. Hutchinson
- 11. Date of Next Meeting:** Tuesday, April 10, 2018, 7 p.m.
- 12. Adjournment declared by the Chair:** 8:45 pm.