

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

Present: A. Freer (Chair), B. Hutchinson, P. Schofield, C.A. Robinson, T. Barker, C. Rodney (CEO), C. Wilson (arrived at 7:25)

Regrets: L. Jacob, T. Henderson, M. Mayes-Stewart,

1. Call to Order by the Chair:

The meeting was called to order at 7:02 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda for the November 13, 2018 meeting.

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

3. Delegation/guests:

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday October 9, 2018

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

Motion: To accept the amended minutes of Thursday November 1, 2018

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

5. Business Arising:

5.1 Short-term assistance for Children's Department. Ann Marie Taylor has been hired to assist A. Whipp in running programs until the end of December.

5.2 Board succession. A. Freer and C. Rodney will be holding a Board Member information night tomorrow evening. After the Town has an official date to start receiving applications, another information session will be offered. C. Rodney looked into modifying the Library Board application but was told by Town staff that this is not an option.

6. Correspondence: N/A.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: The Friends will be holding a bake sale on December 1st.

7.2 Trustee meeting – B. Hutchinson: Some items discussed at the round table were – 30% CEO turnover last year, transition for library boards, legacy documents, recruiting board members, forwarding ideas to Municipal staff. B. Hutchinson will send out a written report to all Board Members (see attached). SOLS has an example of a legacy document. It was decided that a committee of three Board members will get together to prepare the document that will then be circulated to the rest of the Board before the next meeting. Committee members are A. Freer, C.A. Robinson and T. Barker.

7.3 Policy Committee – Foundation #2 – Respect & Acknowledgment Declaration:

Motion: To approve Foundation #2 – Respect & Acknowledgment Declaration as amended.

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

8. CEO Report: This report was circulated to all Board Members prior to the meeting. The highlight of this report is Ontario Public Library Week. There were

many things happening, for example contests, Appreciation Tea, author reading, and Pumpkinfest. All very well attended.

9. Financial Report:

9.1 Financial statement to the end of October distributed.

This is not a quarterly report and does not require a motion. C. Rodney addressed some of the lines from the budget that are under, noting that several expected invoices will arrive by the end of the year. The overall budget will be under for the year, primarily due to staff leaves of absence (with subsequent repercussions on wages and conference attendance/accommodations) and the elevator project being postponed.

9.2 Draft 2019 Library Budget update.

Due to the timing of the budget submission to the Town, C. Rodney will be meeting with S. Rettie to discuss the 2019 budget before the next Board meeting. C. Rodney will bring the 2019 Draft Budget to the Board for approval at the next meeting.

10. New Business:

10.1 Federation of OPL – Indigenous membership support: It was decided to continue to pay for the FOPL membership for an indigenous library (\$50.00). It was also decided that a decision to continue should only be discussed at the beginning of each new Board term.

10.2 SOLS sample policy formats:

SOLS has changed their format and categories for policies. Although we have covered all the areas with our policies the categories have changed. B. Hutchinson will meet with C. Rodney to work out a system so that we do not have to change everything we already have in place.

10.3 Fundraising for joint facility.

C. Rodney has attended a couple of meetings with the Town on fundraising. There are many suggestions on how this should be run. Board consensus indicated that it would be in everyone's best interest to hire a consulting firm to handle fundraising since this is a huge project.

10.4 Library research by Board members – B. Hutchinson.

B. Hutchinson gave a Powerpoint on her visit to the new Calgary Public Library. There were many helpful ideas that we should keep in mind as we work towards our new build.

11. Date of Next Meeting: Tuesday, December 11, 2018, 7 p.m.

12. Adjournment declared by the Chair: 9:23 pm.

Planning the Transition to a New Library Board

Summary by Barb Hutchinson of Trustee Council Fall Meeting November 10th, 2018 (my comments in blue).

These regional meetings are both instructive and help in building a sense of community as we share ideas and topical issues at our home libraries. The Fall 2018 meeting almost exclusively involved a round-table discussion on board transition... topical owing to the recent municipal elections.

I have included an excerpt of one of the many document resources found on the SOLS website (sols.org) in the table below. The SOLS rep related that in the past year there has been a 30% CEO turnover in Ontario libraries and further, many libraries in the region are looking to build and/or expand. Many trustees indicated that they expected a relatively high turnover rate of board members, and the strategies for recruiting new people to fill those expected vacant positions was top of mind.

SOLS notes that there are two task types to undertake as you manage the transition from one board to the next:

1. preparing the legacy documents from the out-going board for the new board
2. recruiting good people and advocating to municipal council for the appointment of qualified people to the board.

Taking the time to develop a board succession plan will help to ensure a smooth transition from old to new board. The chart provides the actions that could make up the plan.

Board Succession Management Plan	
Prepare Legacy Documents	
Strategies & Actions	Resources
1. Evaluate the board's progress over the current term and identify pressing governance issues	The library's strategic plan and Public Library Board Legacy Document Template - Appendix 1.
Recruiting Good People	
Strategies & Actions	
1. Adopt Board Succession Management Policy	
2. Have a conversation with municipal staff about board composition and the appointment process	
3. Determine how the board will influence Council in its appointment of the new board	
4. Develop a library board member description to highlight qualifications and desired skills	
5. Prepare a library board information sheet for reference by potential board applicants	
6. Schedule information session(s) for interested applicants	
7. Post a notice in library to encourage applications for the new term of the library board	
8. Forward board member position description including required skills to municipal staff	

The importance of recruiting good people is highlighted with several of the strategies shown above and include; information sheets, wide-spread advertisement in all media, review with municipal staff and personal contacts, that will all serve to ensure that you have a population of candidates to select from.

Creating a legacy document can make use of the template shown in Appendix 1 on the following page.

Appendix 1 - Public Library Board Legacy Document Template

The legacy document provides an opportunity for the outgoing board to review its work over the past term. The board can make recommendations on how to address ongoing challenges. The document can be used as a communiqué to the appointing council and the incoming board.

Library Board Legacy Document	
Our library and its community partners	The Community sees our library as...
	Municipal Council views our library as...
	Other key Community Partners view the library as...
Major governance issues faced during our term	The LIBRARY BOARD faced these major governance issues during this term...
	We were able to accomplish....
	We were NOT able to accomplish...
	We can foresee these opportunities for the incoming board to address issues that remain outstanding...
Our leadership	We believe that our board is a strong community leader because...
	We see that the board could be even strong in its leadership if...
Challenges for the new board	We suggest that these issues are major challenges for the new board to tackle as a priority...
	We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board...
Our wishes for the new board's success	