

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

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

**Regrets:** T. Barker, L. Jacob, C.A. Robinson,

**1. Call to Order by the Chair:**

The meeting was called to order at 6:59 p.m.

**2. Approval of the Agenda:**

Motion: To accept the agenda for the September 11, 2018 meeting.

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

**3. Delegation/guests: None**

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

Motion: To accept the minutes of Tuesday June 12, 2018

Moved by: C. Wilson, seconded by B. Hutchinson. CARRIED

Motion: To accept the minutes of Wednesday July 4, 2018

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

**5. Business Arising:**

**5.1 Staff appreciation event:** As the business pertained to the logistics of the event, this item was moved to after the adjournment of this meeting.

**6. Correspondence: None**

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

**7.1 Friends of the Library – A. Freer:** The Friends have a total of \$19,500.00 in their coffers. A. Freer asked that Board members try and attend the Friends' events to show support (she also presented some of the wonderful items that she herself has purchased from the Friends of the Bracebridge Public Library (FOBPL) book sales).

**7.2 Policy Committee – Board By-law #4 - Library Board Code of Conduct; Board By-law #1 - Library Board membership; Facilities Use #5 - Display Space:**

Motion: To approve Board by-law #4 – Library Board Code of Conduct as amended.

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

Motion: To approve Facilities Use #5 – Display Space as amended.

Moved by: T. Henderson, seconded by P. Schofield. CARRIED

Board by-law #1 – Library Board membership will be deferred until the next meeting so that Board members have time to review the old by-law and compare it to the new one.

**8. CEO Report:** A. Whipp is working 3 full days a week and will continue with this schedule until she is well enough to return full time. There were a good number of teen ballots received for the Teen Summer Reading contest. Library staff have been out in the community attending several events. We had a very good response to our participation in the recent comic-con event. A lot of people attended; we gave out buttons such as, "Reading is My Superpower"; and staff were complimented by another vendor for how well they interacted with attendees. The FOBPL purchased Ozobots for the children's department (little robots that spin and turn while they follow different colored paths) and another Cubelets kit to engage more children in our technology programs. Our "Library Champion" lawn signs (funded by FOBPL) arrived later than we had expected so we have decided to use them in the spring.

We are hoping they will provide a great promotion for our Library and be used by our youth and adult patrons.

**9. Financial Report:**

**9.1 Financial statement for August distributed.**

As this is not a quarterly report, no motion is required. However, since the Board did not meet in the summer to approve the second quarter report of financials to the end of June, a motion was made to approve the financial statements to the end of August. This would incorporate the second quarter and fulfill the Board by-law requirement of approving a quarterly report.

Motion: To approve the financial statements to the end of August 2018  
Moved by: T. Henderson, seconded by C. Wilson. CARRIED

**10. New Business:**

**10.1 Proposed 2019 staffing increases:** C. Rodney is just starting to work on the 2019 budget. There are two staffing areas that she is proposing to increase in 2019. The first would be an assistant in the Children's Department. This would consist of 23 hours per week. There will be some costs involved in 2018 as we will need to hire the Pay Equity consultant to review the new job description and determine a job rate. The second would be an additional 2-3 hours per week for Information Librarian C. Buhne (she is responsible for the biggest portion of our marketing). This would make her eligible for benefits but not bring her up to the full time hours which will be proposed for 2020.

**10.2 Short-term assistance for Children's Department:**

Since A. Whipp is only able to work 3 days a week, it is felt that we need a short term contract position to assist in the Children's Department. The YMCA is conducting a federal employment program that will pay full-time hours at minimum wage for 16 weeks. If a suitable candidate can be found among their program participants, we should be able to apply for this assistance. Because of the absences of C. Rodney and A. Whipp there is extra money in the staffing budget to pay for this person if necessary. C. Rodney is looking into this option.

**10.3 Board succession:** Board membership is a 4 year term of office. All Board members are approved by Council. Please start thinking of your intentions to re-apply for selection to the Library Board. C. Rodney and A. Freer will be holding sessions for people who may be interested in joining the Board. The CEO has registered for a SOLS webinar regarding this subject on September 26<sup>th</sup> at 2pm.

**10.4 Library research by Board members:** P. Schofield spoke on a few items of interest gained during her summer travels. 1. In Nova Scotia the library is shared with the museum. In the winter the museum is closed so the library has the entire building space to use. The Province pays the libraries' salaries and supplies, while the Towns pay for the buildings. 2. Fogo Island, Newfoundland library was scheduled to be closed down. They fought to stay open and won. 3. Meaford, Ontario – the library was looking at \$2.5 million to make the old library accessible as well as an additional \$5.5 M to add on to the building. They are now taking over an old grocery store and the total cost is \$5.5 M. P. Schofield also shared a few antidotes she found on the internet, such as "people who read live an average of 2 years longer than non-readers", "reading alleviates stress and improves brain function" and "reading gives your body time to recharge and regroup from its ordinary responsibilities, and exercises your brain and emotional health".

**11. Date of Next Meeting:** Tuesday, October 9, 2018, 7 p.m.

**12. Adjournment declared by the Chair:** 8:46 pm.