



**Bracebridge Public Library Board Meeting Minutes**

Date: Tuesday, November 10, 2020

Notetaker: C. Dawkins

Conducted via Zoom electronic forum. Public viewing enabled via  
<https://www.bracebridge.ca/en/town-services/webcasts.aspx>

**Present:** B. Hutchinson (Chair), E. Brown, C.A. Robinson, J. Wolochatiuk (arrived at 7:29),  
M. Walton, C. Wilson, T. Sutherland, R. Hallam, C. Rodney (CEO)

**Regrets:** P. Feist

**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 approve the agenda as amended for November 10, 2020.

Moved by: M. Walton, Seconded by C.A. Robinson. CARRIED

**3. Delegations/guests:**

**4. Consent agenda**

**4.1 Approval of the Minutes of the Tuesday, October 13 meeting**

**4.2 Ad hoc/Standing Committee Reports**

**4.2.1 Friends of the Library - P. Feist**

**4.2.2 Policy Committee – See Item 8.1 and 8.2**

**4.2.3 SOLS Trustee Report – to be appended after November 14 meeting**

Motion: To approve the Consent Agenda as presented.

Moved by: R. Hallam, Seconded by T. Sutherland. CARRIED

**5. Business arising:**

B. Hutchinson encouraged all Board members to go into the library and introduce themselves to the staff and congratulate them for the work they have been doing throughout the pandemic.

**6. CEO's Report:**

Highlights included confirmation that the protective barriers around staff service desks have been installed, new COVID-19 operating procedures have been finalized and most staff are back to work. We will be migrating from our patron catalogue HIP to the new Enterprise system at the end of the month. The new catalogue is expected to be easier and more effective for patrons to use.

**7. Financial Report:**

**7.1 Financial statement for October was distributed for information**

This is not a quarterly report and is for information purposes only.



**8. New Business:**

Two policies were brought forth for review and approval:

**8.1 Collection Development #1 – General Collection Development:**

Motion: To accept Collection Development #1 – General Collection Development as presented.  
Moved by: C. Wilson, Seconded by C.A. Robinson. CARRIED

**8.2 Personnel #4 – AODA Employment Standard:**

Motion: To accept Personnel Policy #4 – AODA Employment Standard as presented.  
Moved by: R. Hallam, Seconded by J. Wolochatiuk. CARRIED

**8.3 Strategic Planning Committee report:**

B. Hutchinson and C. Rodney joined the last meeting, where the Committee made a request to the Board Chair and CEO to contact Mayor Smith and Town CAO S. Rettie to discuss the future of the Library in light of the loss of the funding grant. B. Hutchinson reported that the Mayor is fully supportive of a new library and gave assurance that the Town will continue to seek out any future funding to enable that project. Unfortunately, he does not have a timeline but said any new infrastructure funding that becomes available will be earmarked for the library project. The Strategic Planning Committee will be sending out a survey to staff to gather information and get their ideas for the Library moving forward. It was suggested that the Library purchase a SurveyMonkey™ account that allows unlimited surveys and unlimited questions as the Committee expects to use it more frequently. The Committee welcomes staff member C. Dawkins.

Motion: That the SurveyMonkey™ tool be purchased immediately at a monthly cost of \$27 plus applicable taxes for a one-year term (as researched by the committee) to assist with gathering timely information from our staff and community.  
Moved by: T. Sutherland, Seconded by E. Brown. CARRIED

**9. Library expansion project:**

The architectural firm MJMA continues to work towards completion of the full design phase for the Multi-Use Community Centre. Meetings continue on a variety of details and are attended by the Library CEO. The next meeting of the Steering Committee is November 17<sup>th</sup> at 9am.

**10. Date of Next Meeting:** Tuesday December 8, 2020, 7 p.m.

**11. Adjournment –** As all items on the agenda were addressed, Chair B. Hutchinson declared the meeting adjourned at 8:20 pm.