



Bracebridge Public Library Board Meeting Minutes

Date: Tuesday, November 9th, 2021
Conducted via Zoom electronic forum.

Present: B. Hutchinson (Chair), E. Brown, J. Wolochatiuk, C. Wilson, R. Hallam, C. Bergstrom (CEO), C.A. Robinson, N. Smart
Regrets: T. Sutherland, M. Walton

1. Call to Order by the Chair:

The meeting was called to order at 7:04 p.m.

2. Approval of the Agenda:

Motion: To approve the agenda for November 9, 2021.
Moved by: R. Hallam, Seconded by J. Wolochatiuk CARRIED

3. Delegations/guests: None

4. Consent agenda

- 4.1. Approval of the Minutes of the Tuesday, October 12 meeting
- 4.2. Ad hoc/Standing Committee Reports – none
- 4.3. Board Chair Report
- 4.4. Friends of the Library – none
- 4.5. SOLS Trustee Report – none
- 4.6. Strategic Planning Committee Report – none
- 4.7. CEO's Report

B. Hutchinson asked for board members to volunteer off line to assist with the CEO review. E. Brown inquired if the Library was going to participate in the annual holiday parade. C. Bergstrom stated the staff are ready to start planning and will reach out to the Board to volunteer if they would like to assist.

E. Brown shared that she was pleased to see that the CEO had been recruited to join the Ontario Library Association Mentoring Committee. C. Wilson expressed congratulations to the CEO for her recruitment to the committee as well.

B. Hutchinson inquired if the Board would prefer to move the CEO report from the consent agenda to allow for more in-depth discussion. C. Robinson agreed that it should be pulled to allow increased discussion regarding Library events and initiatives. C. Bergstrom and B. Hutchinson will relocate the CEO report starting in December 2021.

Motion: To approve the Consent Agenda.
Moved by: C. Robinson Seconded by R. Hallam. CARRIED

5. Business arising: None

6. Library Expansion & Fundraising Update

E. Brown informed the Board that there had been some delays in preparation of materials for fundraising efforts. The print brochure is now complete and the committee is looking forward to working towards fundraising conversations. C. Bergstrom described the promotional video that



was being created to help promote the new facility, including the Library. The Board expressed a preference to see the completed video before it was publicly released.

7. Correspondence: None

8. In-Camera Session:

Motion: To approve to an in-camera session due to information about an identifiable individual(s).

Moved by: J. Wolochatiuk Seconded by C. Robinson. CARRIED

Motion: To rise from in-camera

Moved by: R. Hallam Seconded by E. Brown. CARRIED

9. Financial Report:

9.1. Q3 Financial Statement Approval

C. Robinson informed the Board that the Finance Committee works diligently through the financial statements, line by line, to ensure full oversight. B. Hutchinson stated that both the Finance Committee and Policy Committee have been very efficient and effective in their regular monthly meetings.

Motion: To approve the Q3 Financial Statement

Moved by: C. Robinson Seconded by C. Wilson. CARRIED

10. Policy Committee Report

E. Brown inquired about the comparison of old and revised policies. B. Hutchinson described that the policy committee reviews each policy in-depth. The Board will be provided with more detail regarding any proposed changes to make the final review transparent, yet efficient.

E. Brown requested the review date for each policy to be included. C. Bergstrom noted that scheduled revision dates would be included at the top of each policy as we work through revising them all.

10.1. OP-26: Information Services

Motion: To approve the revised policy OP-26: Information Services

Moved by: E. Brown Seconded by N. Smart. CARRIED

10.2. OP-39: Volunteer Policy

C. Robinson noted that the requirement of a criminal record check with vulnerable sector clearance was added to the volunteer policy. E. Brown inquired about the procedure for orientation or training of volunteers, sharing her experience. C. Bergstrom thanked her for her feedback, noting that due to COVID volunteers have not been well utilized. C. Bergstrom shared that the Library is working on improved processes for orientation & training for staff and will now work on a similar procedure for volunteers. R. Hallam pointed out an extra line in the draft policy, C. Bergstrom will update.

Motion: To approve the revised policy OP-39: Volunteer Policy, as amended.

Moved by: R. Hallam Seconded by C. Robinson. CARRIED



11. New Business

C. Bergstrom explained that due to the Draft budget timeline with the Town and the date of the December Board meeting, that an additional brief meeting will be required to allow for Board review and approval of the draft 2022 operating budget before it is submitted to the Town. C. Bergstrom to send out an email with options for meeting.

B. Hutchinson discussed the Library rebranding and the Board workshop. Board members were thanked for their participation, openness and enthusiasm. C. Robinson said it was both an interesting and refreshing evening. N. Smart thanked C. Bergstrom for ensuring his remote involvement during the event.

B. Hutchinson inquired about the possibility of the return of in-person meetings as the Library is currently closed to the public on Tuesday evenings, these meetings could be held upstairs for additional space to ensure social distancing. Discussions regarding preferences and current pandemic conditions followed. It was determined that the situation will be monitored with the potential for a hybrid meeting in December.

11. Date of Next Meeting: Tuesday, December 14, 2021, 7pm

13. Adjournment – As all items on the agenda were addressed, Chair B. Hutchinson declared the meeting adjourned at 8:02pm.