



**Bracebridge Public Library Board Meeting Minutes**

Date: Tuesday, September 14, 2021

Notetaker: C. Bergstrom

Conducted via Zoom electronic forum.

**Present:** B. Hutchinson (Chair), E. Brown, J. Wolochatiuk, C. Wilson, R. Hallam, N. Smart, C. Bergstrom (CEO)

**Regrets:** T. Sutherland, C.A. Robinson, M. Walton

**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 for September 14, 2021

Moved by: N. Smart, Seconded by R. Hallam, CARRIED

**3. Delegations/guests: None**

**4. Consent agenda**

**4.1 Approval of the Minutes of the Tuesday, June 8, 2021 Meeting**

**4.2 Ad hoc/Standing Committee Reports**

**4.2.1 Board Chair Report**

**4.2.2 Friends of the Library**

**4.2.3 Policy Committee – No report**

**4.2.4 SOLS Trustee Report – No report**

**4.2.5 Strategic Planning Committee – No report**

Motion: To approve the Consent Agenda.

Moved by: R. Hallam, Seconded by J. Wolochatiuk. CARRIED

**5. Business arising**

**5.1 Land Acknowledgement Statement** Committee worked diligently over the summer to prepare a new draft statement. It will go to the policy committee this month and it will be brought to the board in October for final review and approval. The Board extended their thanks to T. Sutherland, N. Smart and E. Brown for their work over the summer.

**6. Correspondence**

**6.1 Letter from Cathryn** B. Hutchinson read a letter to the Board from former CEO C. Rodney thanking them for their support as well as the going away / welcome event over the summer.

**7. CEO's Report:**

C. Bergstrom briefly reviewed the previously supplied CEO report. She highlighted the hard work and tireless efforts of the staff in continually adjusting to COVID protocols and striving to continually increase service offerings to the community. C. Bergstrom also



shared that the Library was now able to provide email notifications for overdue and hold notices, reducing staff time in having to place calls for these notices.

E. Brown inquired about the return of evening and weekend hours. C. Bergstrom noted that the Library was currently open to the public on Thursday evenings and Saturdays. The goal is to return to full operating hours by the end of the year or early in the New Year, as COVID protocols and staffing allow.

N. Smart inquired about the lack of a Truth & Reconciliation section on the Library's website. C. Bergstrom stated that while this area is currently lacking, it will be something that can be addressed with the new website development in 2022.

**8. Financial Report:**

**8.1 Q2 Financial statement for Approval**

The Q2 financial statements were reviewed by the Board.

Motion: To approve the Q2 Financial Statement .

Moved by: R. Hallam, Seconded by J. Wolochatiuk. CARRIED

**8.2 Reviving the Finance Committee**

B. Hutchinson discussed the budget process and the potential of starting a new Finance Committee. This committee will work closely with the CEO on all Library Finances, particularly with the budget process. The Board was supportive of restarting the Committee.

B. Hutchinson asked interested Board members to reach out to her about their involvement in various Board Committees.

**9. New Business:**

**9.1 Library Rebranding**

C. Bergstrom provided an update about the status of the Library Rebranding project, noting that the Request for Proposal had closed at the end of August. The RFQs were being reviewed in accordance with the purchasing policy and it was anticipated that the staff workshop would be held in October, with the Board workshop to follow thereafter. The goal is to have the rebranding completed by the end of the calendar year.

**9.2 Library Reorganization**

C. Bergstrom shared that the Library staff have been hard at work trying to address space concerns in the current facility. A large amount of staff workspace is being reclaimed through the relocation of the DVDs from behind the circulation desk freeing up more staff workspace.

**9.3 Board Education**

**9.3.1 AODA Training** - B.Hutchinson reminded board members to complete the required AODA training and shared some notes about accessing the content.



**9.3.2 OLS Training** - C. Bergstrom informed the Board that the Ontario Library Service (OLS) would be attending the October Board meeting to host a Board education session. This would be the first of future Board educational sessions during Board meetings. C. Bergstrom noted that should any member have areas they have questions about or would like to learn about to let her know and she would work on securing training in that area.

**9.4 Mandatory Vaccinations** – B. Hutchinson discussed the various mandatory vaccination policies which had been in the news. As of September 22<sup>nd</sup>, 2021 proof of vaccination will be required at various places including restaurants, the Sportsplex, etc. She noted that direction for the Board and Library may be taken from the Town, Provincial and Federal governments as well as the local health unit. C. Bergstrom stated any news regarding mandatory vaccination status for staff or patrons as directed by the aforementioned groups would be shared with the Board immediately.

**9.5 Library Expansion Project & fundraising update** - Barb H. shared that she, E. Brown and C. Bergstrom attended a fundraising announcement event at the new MLCC site. Various new sponsorships were announced including: Leon's, Quemby Electric, Siift Electric, Fowler Construction, Hoos Law, and Muskoka Rock in values from \$35,000 to \$100,000.

E. Brown noted that more support from Board members may be needed as the Library works to reach out to potential sponsors and donors. B. Hutchinson noted that none of the Library spaces had been sponsored at this stage as the group was still awaiting valuations on the various spaces in collaboration with Performance Sponsorship Group. C. Bergstrom noted that the Library will also be working closely with the Town on a promotional video for the Library which may also be utilized in the solicitation of sponsors and donors.

**12. Date of Next Meeting:** Tuesday October 12, 2021, 7 p.m.

**13. Adjournment** – As all items on the agenda were addressed, Chair B. Hutchinson declared the meeting adjourned at 7:52 pm.