



Bracebridge Public Library Board Meeting Minutes

Date: Tuesday, January 11, 2022 @ 7pm

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, T. Sutherland, M. Walton,

Regrets:

1. **Call to Order by the Chair:** The meeting was called to order at 7:03 p.m.

2. **Approval of the Agenda:**

Motion: To approve the agenda for January 11, 2022.

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

3. **Delegations/guests:** None

4. **Consent agenda**

4.1. Approval of the Minutes of the December 2021 meeting.

4.2. Ad hoc/Standing Committee Reports – none

4.3. Board Chair Report – none

4.4. Friends of the Library – none

4.5. SOLS Trustee Report – none

4.6. Strategic Planning Committee Report - none

Motion: To approve the Consent Agenda.

Moved by: N. Smart, Seconded by C. Robinson. CARRIED

5. **Business arising:** none

6. **Library Expansion & Fundraising Update**

B. Hutchinson provided a summary of the status of the MLCC project. It is anticipated that construction will begin in May 2022.

C. Wilson provided an update regarding the MLCC promotional videos. It is expected that they would be complete by the end of January. C. Robinson requested that the Board be able to see the draft videos before completion. C. Bergstrom to reach out to the team about the process and sharing the videos with the Board.

B. Hutchinson discussed the progress of the fundraising team who continued to work over the holiday season. E. Brown has created a package for working with potential donors/sponsors etc. if meetings must be held virtually.

E Brown will be meeting with the current and former CEO to discuss various leads.

C. Bergstrom will provide all Board members with the valuations list, without any identifying information in relation to donors who have not yet been announced.

7. **Correspondence:** None



8. CEO Report

C. Bergstrom explained how the access to the Ancestry.ca electronic resource recently changed to in-Library only access. The Board discussed the issues surrounding the change in Ancestry.ca. C. Robinson and R. Hallam supported writing a letter of support to support providing access from home, especially due to pandemic conditions.

Motion: for the Board to prepare a letter for Ancestry.ca for in-home use
Moved by: R. Hallam. Robinson, Seconded by C. Robinson. CARRIED

R. Hallam to prepare a draft of the letter. It will be passed to C. Bergstrom and B. Hutchinson for review.

C. Robinson inquired about the makerspace and potential equipment donations. B. Hutchinson noted that the staff have an understanding of items which may be an appropriate fit. M. Walton stated that the Library will also want to be able to review the condition of items. C. Bergstrom requested that if anyone has items for donations or to be accepted on behalf of the Library to reach out to her directly right away, as some items may be able to be used in the current facility as programs and services expand.

9. Financial Report:

9.1. Budget 2022 update

B. Hutchinson discussed the Finance Committee meeting on January 5, 2022.

10. Policy Committee Report

B. Hutchinson discussed the new procedure being followed by the policy committee, where each committee member is assigned a policy to work on. This allows for a more efficient workflow for the committee.

10.1. OP-44: Staff Use of Technology: C. Bergstrom and B. Hutchinson discussed OP-44. This policy was brought back to the committee from the December Board meeting for another review. E. Brown inquired whether any library staff had input on this policy. B. Hutchinson confirmed a staff representative sits on the policy committee. C. Robinson expressed gratitude for the staff member input, as it was very insightful.

Motion: To approve the revised policy OP-44: Staff Use of Technology
Moved by: R. Hallam, Seconded by C. Robinson. CARRIED

10.2. OP-46: Vaccination Policy: C. Bergstrom shared the vaccination policy as created by the Town of Bracebridge. B. Hutchinson shared that the policy committee felt that it was important to accept this policy as written by Town, as it is a well-written and highly researched document.

Motion: To adopt the Town's Vaccination policy as the Library's OP-46: Vaccination Policy
Moved by: M. Walton, Seconded by N. Smart. CARRIED



11. New Business

C. Robinson highlighted that CBC radio n announced that Etobicoke going fine free, and this should be something the Board is considering. B. Hutchinson agreed that this was an important movement to address. It will be taken to the finance committee for review, and subsequently brought to the Board for a decision.

12. Date of Next Meeting: Tuesday, February 8, 2022, 7pm via Zoom

13. Adjournment – As all items on the agenda were addressed, Chair B. Hutchinson declared the meeting adjourned at 7:56pm.