

## BRACEBRIDGE LIBRARY BOARD MEETING MINUTES

Date: June 11, 2026, from 1pm to 3pm

Location: Coulson Family Bracebridge Library, Lyle & Margaret Cathcart Boardroom

Secretary: L. Boucher, Board Member

### AGENDA

#### 1. Call to order from the Chair, B. Hutchinson

Present: B. Hutchison, D. Smith, B. Glass, C. Robinson, L. Boucher, R. MacKinnon, A. King, and C. Bergstrom (CEO & Chief Librarian)

#### 2. Land and People's Acknowledgement – C. Robinson

"We would like to begin by acknowledging that the Bracebridge Library is on the traditional territory of the Anishinaabe – specifically the Ojibway, the Chippewa, and the Algonquin peoples. This land was a part of the 1923 Williams Treaties. We recognize and appreciate the historic and present contributions that First Nations, Metis, and Inuit people have made to our town and our country. We challenge everyone here today to seek out knowledge and take actions toward real truth and reconciliation in support of our commitment to wellness for all, and to walking the path together in respect, peace, and harmony for future generations."

#### 3. Declaration of Direct or Indirect Conflicts of Interest - NONE

#### 4. Guests & Delegations – NONE

#### 5. Consent agenda

##### 5.1. Receiving the Amended Minutes of the May 2026 Meeting

##### 5.2. Board Chair Report – none

##### 5.3. OLS Trustee Report – verbal. To circulate article on the rise of censorship in Canada

**Motion BM-2026-06-01** that the Items identified as Consent Items on the June 11, 2026 Bracebridge Library Board Meeting Agenda, be adopted. Mover/Seconder - L. Boucher/B. Glass CARRIED

#### 6. Board Professional Development/Education - NONE

#### 7. Business arising

##### 7.1. Approval of the Board Skills Matrix

**Motion BM-2026-06-02** that the content of the 2026 Board Skills Matrix be approved.

Mover/Seconder - R. MacKinnon/C. Robinson

CARRIED

##### 7.2. Approval of the Board Recruitment Content

**Motion BM-2026-06-03** that the 2026 Board Recruitment Content be approved and staff be instructed to proceed with development of Board Application Recruitment materials using the approved content.

Mover/Seconder - C. Robinson/L. Boucher

CARRIED

### 7.3. Closed Board Meetings

**Motion BM-2026-06-04** that the Board acknowledge that it did not provide notice of its April 17 and 22, 2026 Closed meetings. Mover/Seconder - B. Glass/L. Boucher CARRIED

### 8. Library Deficiencies Update

Roof – no update and front door- sensor and locking in progress

### 9. Correspondence - NONE

#### 9.1. Previewed the IPC video submission

### 10. Council Rep Update – D. Smith

### 11. CEO Report - attached

12. Board Workplan / Advocacy Committee Update - discussion regarding the Board hosting a staff appreciation activity in September

### 13. Financial Committee Report – attached

**Motion BM-2026-06-05** that the Bracebridge Library Board endorse the Library's Administration recommendation to establish an internal Library Facilities Technician service model; AND that Library Administration be authorized to finalize the position description, complete compensation and budget reviews, recruit the required staff, and implement a transition plan from contracted custodial services to an in-house facilities support model. Mover/Seconder - D. Smith/L. Boucher DEFEATED

The Board requested additional information, namely the costing for hiring two part-time positions. Also, the Board advised that the Library Facilities Technician position was not to report directly to the CEO and Chief Librarian. Rather, the position would report through the Client Services Manager. A special Board meeting would be scheduled to consider the additional information.

### 14. Policy Committee Report – attached

#### 14.1 OP-24: Workplace Violence Prevention

This policy is required for accreditation. To meet legislative requirements, the Board is required to read it annually and formally review it every 4 years.

**Motion BM-2026-06-06** that the Board approve the updated policy OP-24: Workplace Violence Prevention. Mover/Seconder - L. Boucher/A. King CARRIED

#### 14.2. OP-25: Workplace Harassment & Discrimination Prevention

This policy is required for accreditation. To meet legislative requirements the Board is required to read it annually and formally review it every 4 years.

**Motion BM-2026-06-07** that the Board approve the updated policy OP-25: Workplace Harassment & Discrimination. Mover/Seconder - B. Glass/R. MacKinnon CARRIED

14.3. OP-29: Procurement This policy is required for accreditation and is due for regular review. The Town recently updated their lengthy policy. The Library aligned its policy with the Town's policy and streamlined the applicable areas for the Library's use.

**Motion BM-2026-06-08** that the Board approve the updated policy OP-29: Procurement. Mover/Seconder - A. King/C. Robinson CARRIED

15. New Business - NONE

16. Closed Session – 2:16 PM to 2:30 PM C. Bergstrom was not present

**Motion BM-2026-06-09** that the Board moved into closed session due to personal matters about identifiable individuals. Mover/Seconder - R. MacKinnon/L. Boucher CARRIED

**Motion BM-2026-06-10** that the Board rise from closed session. Mover/Seconder - B. Glass/ A. King CARRIED

17. Date of next meeting – September 15, 2026 @ 1pm at the Coulson Family Bracebridge Library in the Lyle & Margaret Cathcart Boardroom

18. Adjournment at 2:32 PM