

Bracebridge Public Library Board Meeting
Tuesday, April 8, 2014 at 7 p.m.
MINUTES

Present: A. Freer (Acting Chair), L. Giaschi-Pacini, L. Jacob, C. MacDougall, M. Mayes-Stewart, P. Schofield, B. Slocum, B. Taylor, M. Wilk and C. Rodney (C.E.O.)

Regrets: None

1. Call to Order by the Acting Chair
The meeting was called to order at 6:58 p.m.

2. Delegations/Guests: None

3. Approval of the Agenda:
Motion: To accept the agenda as amended for Tuesday, April 8, 2014.
Moved by: M. Wilk, seconded by B. Taylor. CARRIED

4. Approval of the Minutes of the previous meeting:
Motion: To accept the minutes of the Tuesday, March 11, 2014 meeting.
Moved by: L. Giaschi-Pacini, seconded by M. Mayes-Stewart. CARRIED

5. Business Arising:

5.1 Personnel Policy #2: Discussion took place regarding length of time to keep disciplinary records. While there is no mandated legislation from the Ministry of Labour, it was determined that it would be prudent to keep specific disciplinary records indefinitely, in case of wrongful dismissal suits.
Motion: To approve the Personnel Policy #2 – Terms of Employment as amended.
Moved by: P. Schofield, seconded by M. Wilk. CARRIED

6. Correspondence:

6.1 A. Freer received an email from K. Russell regarding condition of snow and ice on the entrance walkway from Manitoba Street. The Town sidewalk plow and sanding by staff and the cleaning service have obviously been insufficient for the winter we had. Next winter, the Town will be responsible for the clearing of the sidewalk on Manitoba and the Library walkway between Manitoba and the parking lot, which will involve more than the sidewalk plow. Snow removal by the fire escape window on Manitoba Street was also discussed.

6.2 Email from R. Wagner was forwarded to the CEO citing praise for our part-time Internet Trainer, Kathy Ashby and the wonderful service she provides. The patron felt that the position should be full-time, as it is of great value to the many and increasing number of seniors in our community. Further consideration by the Board will have to wait until preparation of the 2015 budget.

6.3 Email was received from Southern Ontario Library Services (SOLS) regarding the next Trustee Council meeting, which will be April 12 at 10am in Haliburton. Board members who would like to join M. Willk were asked to contact her.

6.4 A. Freer offered to send a letter of thanks on behalf of the Library Board to library employee, Carolyn Dawkins, regarding her long service to the library of 30 years to date.

7. Ad hoc/Standing Sub-Committee Reports:

7.1 Friends of the Library: A. Freer reported that the Friends hoped to capitalize on the good turnout of their last informal meeting at Fine Thymes, to offer another morning timeslot (and refreshments) at their General meeting on May 9. It will be

held in the Children's Room in order to present the Library's expansion promotion PowerPoint.

7.2 Policy Committee: P. Schofield reported that the Policy Committee will have some more policies to approve at the next Board meeting. The Committee will use the Southern Ontario Library Services checklist to ensure that all required policies are brought forth for Board approval.

7.3 Expansion Promotion Committee: The Library CEO presented the slide presentation that was developed by the Expansion Promotion Committee. Board members acknowledged the amount of work that had been achieved and were pleased with the end result. It was suggested that the slideshow be presented by multiple speakers to remove any perception that the expansion is solely staff-driven. The PowerPoint will be presented to Town Council before taking it to other organizations in the community.

8. CEO Report:

C. Rodney gave a report of library activities during March. A. Freer commended the CEO for dealing with the difficulties brought on by the faulty fire alarm and her attention to fiscal frugality in setting up the fire-watch.

Motion: That the Library Board express appreciation to the Library CEO for the professional manner in which the faulty alarm system and subsequent fire-watch was handled.

Moved by: B.Taylor, seconded by L. Giaschi-Pacini. CARRIED

9. Financial Statement:

Financial report to the end of March 2014 was presented to the Board.

Motion: To approve first quarter financial statement.

Moved by: L. Jacob seconded by B. Taylor. CARRIED

10. New Business:

10.1 Board succession: A. Freer suggested to Board members that a discussion should take place at the June meeting regarding Library Board succession. Board members are asked to review the information from the Ontario Library Boards Association. The following link and other helpful documents are available via www.sols.org – Divisions – OLBA – Leadership by Design. [https://www.accessola.org/OLAWEB/OLBA/Leadership by Design/One Place to Look/Board Organization Succession Management.aspx](https://www.accessola.org/OLAWEB/OLBA/Leadership%20by%20Design/One%20Place%20to%20Look/Board%20Organization%20Succession%20Management.aspx).

10.2 CEO evaluation: The recently updated Personnel Policy #2 states that the CEO's performance should be evaluated at least once every 4 year term. SOLS provides some good material which should help an Evaluation Committee.

Motion: To appoint A. Freer, P.Schofield and B. Taylor to a committee to evaluate the CEO.

Moved by: B. Slocum, seconded by M. Wilk. CARRIED

10.3 Board evaluation: A. Freer felt it would be of value for Library Board members to evaluate their performance on the Board as well as the overall performance of the group, by using the self-evaluation questionnaire provided by Dalhousie University. It was proposed that the self-evaluation of the Board take place at the May Board meeting.

Motion: To use the Board self-evaluation form from Dalhousie University

Moved by: B. Taylor, seconded by M. Mayes-Stewart. CARRIED

10.4 2013 Annual Report: Library CEO presented the 2013 Library Annual Report. Minor corrections were made.

Motion: To approve the 2013 Library Annual Report as amended.

Moved by: M. Wilk, seconded by C. MacDougall

- 10.5** **Board members' reports:** *P. Schofield* presented her notes from the 2014 OLA Conference (attached). She and the CEO attended the Toronto Public Libraries bus tour to view recent renovations at the beginning of the conference. An observation of note was that windows are not always good, since most of them at several locations were covered with blinds all the time. *A. Freer* reported that the North York Friends of the Library have raised \$1 million over 20 years by selling books. She also reminded Board members to view the TEDX video on the value of libraries that was forwarded recently by the CEO.
- 11.** **Date of Next Meeting:** Tuesday, May 13, 2014, 7 p.m.
- 12.** **Adjournment declared by the Acting Chair:** 9 p.m.