

Bracebridge Public Library Board Meeting
Tuesday, December 12, 2017 at 7 p.m.
MINUTES

Present: A. Freer (Chair), T. Henderson, B. Hutchinson, P. Schofield, C.A. Robinson, M. Mayes-Stewart, T. Barker, L. Jacob, C. Rodney (CEO)

Regrets: C. Wilson

1. Call to Order by the Chair:

The meeting was called to order at 7:00 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda for December 12, 2017

Moved by: L. Jacob, seconded by C.A. Robinson. CARRIED

3. Delegation/guests: None

4. Approval of the Minutes of the previous meeting:

Motion: To accept the minutes of Tuesday November 14, 2017

Moved by: M. Mayes-Stewart, seconded by T. Henderson. CARRIED

Approval of the Minutes of the special Tuesday, November 7 meeting:

Motion: To accept the minutes of Tuesday November 7, 2017

Moved by: T. Henderson, seconded by B. Hutchinson. CARRIED

5. Business Arising: None

6. Correspondence:

6.1 C. Rodney forwarded correspondence from Ontario Library Association regarding nominations for OLBA Council positions. This committee meets 4 times a year.

6.2 C. Rodney forwarded correspondence that came in regarding the good work of two staff members. C. Rodney will pass on the Thanks of the Board for such good work.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – A. Freer: Nothing to report at this time

7.2 Trustee meeting - L. Jacob: Handouts were forwarded to each Board member. L. Jacob gave a summary of the topics discussed at the meeting.

7.3 Policy Committee – Operations Policy #1 – Purchasing: The Committee updated the previous policy referred to as Purchasing and Procurement. A few minor changes were made to the policy presented.

Motion: To accept Operations Policy #1 – Purchasing as amended.

Moved by: L. Jacob, seconded by C.A. Robinson. CARRIED

7.4 CEO Evaluation Committee: A. Freer gave a brief report of the first meeting of this committee on November 24. The Committee is going through previous material and necessary foundation documents. More information will be presented at a later date. It was acknowledged that there are many contemporary alternatives to the traditional scale-rating evaluation method and a hand-out was distributed which provided sources which describe these performance evaluation alternatives. The Committee will determine a method they would like to use.

8. CEO Report: C. Rodney noted that circulation was up a little bit but not enough to put us into a positive position by the end of the year. The CEO attended the

quarterly networking forum with other youth services providers at the local Trillium Lakelands District School Board office. Since our advertising budget is limited, we rely heavily on free advertising such as the Examiner's Municipal Page, Parks & Recreation Leisure Guide, the municipal tax handouts, Library website, Facebook, etc.. Tech talks are going well. There is usually an older crowd with varying levels of understanding.

9. Financial Report:

9.1 This is not a quarterly report so no motion is required. There are still many invoices to come in; some may not be posted until January or February. The last bill for IT Services has already come in. The increase in the 2017 cleaning budget has resulted in some improvement. We have \$165,245.00 in reserves, which includes \$70,000 for the elevator replacement. The elevator is being contracted out in the spring (Director of Public Works will be looking after this). There is now \$13,288.00 in the expansion reserves to which we will be adding a donation of \$1000 this week.

9.2 2018 Library budget for approval:

C. Rodney met with Town Treasurer Stephen Rettie. There was some minor tweaking to the proposed budget. C. Rodney gave justification for the budget lines that have gone up and down. The increase in provincial minimum wage will affect 3 Page positions and the Summer Student position.

Motion: That the Library Board approve the 2018 draft budget.

Moved by: T. Henderson, seconded by B. Hutchinson. CARRIED

10. New Business:

10.1A Location of committee meetings: There was a discussion on whether or not it was appropriate for committee meetings to be held in private homes. Given the fact that there is limited space in the library (this being the most ideal spot to conduct meetings) and that our Board By-law #2 – Meetings states: "Meetings of the Ad Hoc Committees shall be held in private session.". C. Rodney will investigate the availability of space at the Town Office as an alternative.

10.1B RFP for the Capital Financing Plan and Operating Business Plan for a Multi-Use Community Facility – deadline January 8, 2018: This is a dense but interesting document. The CEO will provide a copy to anyone who wishes it.

10.2 Pay review: A Pay Equity review commenced in February 2006 with the final report in January 2008. There was an initial problem finding male comparators with the Town. An amendment was prepared after the Town did a pay equity and market study in 2009/2010. As of this meeting, C. Rodney has not heard any further information from the Town regarding the status of the review which we had requested two years ago. Town CAO John Sisson will be invited to the next Board meeting to discuss this issue.

10.3 Library ILS – JASI consortium: Our ILS (Integrated Library System) contract with SirsiDynix expires December 31, 2018. C. Rodney and the CEO of Gravenhurst Library have been investigating the JASI consortium which uses another SirsiDynix product. Other ILS vendors will be investigated as well.

10.4 Recreation, Parks & Trails Master Plan – December 14, 2017: This meeting is at the Sportsplex at 6:30pm. Board members are encouraged to attend.

10.5 Library research by Board members:

M. Mayes-Stewart alerted Board members to an important recommendation presented by the 80,000 member Elementary Teachers' Federation of Ontario.

The report to the Ontario Legislature Standing Committee on Finance and Economic Affairs 2018 Pre- budget Hearings was presented to the Committee on December 14, 2017 and is available as a public document. Of particular interest is the recommendation that sufficient funds be allocated to the restoration of specialist educators such as teacher-librarians. "Teacher-librarians play a critical role in developing student literacy, and making the library the technological hub of the school." Public and school libraries have a common agenda of literacy and learning.

11. Closed session

Motion: To move into closed session.

Moved by: L. Jacob, seconded by T. Barker. CARRIED

Motion: To move out of closed session.

Moved by: M. Mayes-Stewart, seconded by T. Barker. CARRIED

12. Date of Next Meeting: Tuesday, January 9, 2018, 7 p.m.

13. Adjournment declared by the Chair: 9:07 pm.