

**Bracebridge Public Library Board Meeting**  
**Tuesday, February 19, 2019 at 7 p.m.**  
**MINUTES**

**Present:** B. Hutchinson (Chair), N. Bianchi, E. Brown, P. Feist, B. Greer, G. Lachance, T. Sutherland, C. Wilson (Council Rep), C. Rodney (CEO)

**Regrets:** C.A. Robinson

**1. Welcome by Library Board Chair**

**2. Call to Order by the Chair:**

The meeting was called to order at 7:06 p.m.

**3. Approval of the Agenda:**

Motion: To accept the agenda for the February 19, 2019 meeting.

Moved by: G. Lachance, seconded by E. Brown. CARRIED

**4. Delegation/guests: None**

**5. Approval of the Minutes of the Tuesday, January 8 meeting:**

Tabled until the March meeting to ensure all current Board members who sat on the previous Board will be in attendance to vote on approval i.e. B. Hutchinson, C. Wilson and C.A. Robinson.

**Approval of the Minutes of the Thursday February 7, 2019 special meeting**

Motion: To accept the minutes of Thursday February 7, 2019 special meeting

Moved by: P. Feist, seconded by T. Sutherland. CARRIED

**6. Business Arising: None**

**7. Correspondence: None**

**8. Ad hoc/Standing Committee Reports:**

**8.1 Friends of the Library – C. Rodney:** The current FOBPL President is Janice Barnes. They currently have a membership of approximately 60 people. The Executive is a core group of 8 people who meet monthly. FOBPL holds events to raise money for the Library (book sale in the library, special outdoor book sales eg. Farmers Market, Strawberry Social, Edible Book Festival, etc.). This money is used for special library purchases that have not been allocated in the budget. There is currently about \$15,000.00 in their account.

**8.2 Policy Committee: N/A**

**9. CEO Report:** The report was circulated to all Board members before the meeting. Highlights include the Teen Art Show that was a success, our travelogue of Mexico during the Fire and Ice event and the OLA Conference which was attended by C. Rodney, C. Buhne, B. Hutchinson and E. Brown (a presentation on the conference will be given at the March meeting). A few reminders for all Board members were given by C. Rodney. Check your email frequently; when replying to a Board group email please use Reply All; send meeting regrets to C. Rodney; familiarize yourself with the library website, library newsletter, policies, reports, staffing; attend library programs; "like" us on Facebook, Twitter and Pinterest; and make sure your library card is up-to-date. Please feel free to contact C. Rodney if you need any further information.

**10. Financial Report:**

**10.1 Financial statement to the end of January distributed.**

If there are questions about anything on the statement you should send them to C. Rodney before the meeting. Quarterly statements are approved by the Board. The budget amount is what we have to spend for the year, year-to-date is what we have spent and the variance is what is left. Library revenue includes some grants, the greatest being the annual provincial operating grant. The majority of our budget is funded by the Municipal tax levy.

**10.2 2019 Library Budget.**

The 2019 budget was approved at General Committee and will be ratified next Wednesday at the Town Council meeting. Included in this budget are extra hours for one of our Information & Digital Services staff as well as hours for a new Children & Youth Services Assistant position.

**11. New Business:**

**11.1 Board Committee/Representatives:** Members for the Policy/By-law Committee, and our SOLS Trustee representative will be selected at the next Board meeting. We will possibly strike other committees as work develops for the new facility.

**11.2 Board Binders:** All Board members should now have their Board binders. C. Rodney gave a brief explanation of what is compiled in the binder.

**11.3 Legacy document:** This is a document in the binders is provided by the previous Board to inform the current Board of what was accomplished in the previous term.

**11.4 Integrity Commissioner:** C. Rodney was at a presentation on January 7<sup>th</sup> which addressed the Municipal Code of Conduct and methods of dealing with contraventions of the Code. Complaints regarding behaviour of Council/Board members are sent directly to the Integrity Commissioner (Bill 68 – code of conduct for local Boards). Remember to keep Closed Session information confidential even after you are no longer a Board member. Everyone is entitled to their own opinion but when speaking on behalf of the Board we must speak as a whole.

**11.5 Steering Committee for Joint Facility:** C. Rodney, B. Hutchinson and C. Wilson attended the first meeting for the joint facility. Items discussed included plans for moving ahead, what will be included, turf vs multipurpose flooring. The next meeting is scheduled for March 19<sup>th</sup>. C. Rodney gave the Board a brief history of the work that has been done previously. B. Hutchinson will be forwarding documents to all Board members so that everyone is informed.

**11.6 Library research by Board members:** This is the time to bring items of interest to the table. Go to other libraries and report on what you see; read a good book you think would be of interest and helpful to other Board members; share articles of interest; etc.. B. Hutchinson talked about a book that would be very informative for others to read called “Fundraising Habits of Successful Boards” (ask her if you are interested in reading it). C. Rodney will send out a complete list of Board members, phone numbers and emails.

**12. Date of Next Meeting:** Tuesday, March 12, 2019, 7 p.m.

**14. Adjournment declared by the Chair: 8:54 pm.**