



Bracebridge Public Library Board Meeting Minutes

Date: Tuesday, October 12th, 2021

Conducted via Zoom electronic forum.

Present: B. Hutchinson (Chair), E. Brown, J. Wolochatiuk, C. Wilson, R. Hallam, M. Walton, C. Bergstrom (CEO), T. Sutherland

Regrets: N. Smart, C.A. Robinson

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 approve the agenda for October 12, 2021.

Moved by: R. Hallam Seconded by T. Sutherland. CARRIED

3. Delegations/guests: A. Taylor from the Ontario Library Service presented a session about Governance Best Practices for Public Library Boards, focusing on two main areas: 1) Clear Board Roles & Responsibilities 2) Strong Board-CEO Partnership.

4. Consent agenda

4.1. Approval of the Minutes of the Tuesday, September 14 meeting

4.2. Ad hoc/Standing Committee Reports

4.3. Board Chair Report - none

4.4. Friends of the Library

4.5. SOLS Trustee Report – none

4.6. Strategic Planning Committee Report - none

4.7. CEO's Report

Motion: To approve the Consent Agenda.

Moved by: M. Walton Seconded by J. Wolochatiuk. CARRIED

5. Business arising: None

6. Library Expansion & Fundraising Update – B. Hutchinson shared that there had not been a steering committee meeting in a couple of months. C. Wilson stated that there were some announcements forthcoming, but none that directly involve the Library at this time. E. Brown provided an update about the fundraising committee meeting. C. Bergstrom indicated that the promotional video for the Library was filmed on site interviewing four staff members and footage from the Edmonton Public Library, with their permission. E. Brown asked for Board members to share any contacts who could be approached as potential donors and sponsors for the Library or the MLCC project as a whole.

7. Correspondence: None

8. Financial Report:

8.1. Approval of Terms of Reference



B. Hutchinson shared detailed about the Terms of Reference and procedures for the newly developed Finance Committee. The main goal of this committee is to be more efficient, more transparent and to prepare for accreditation.

E. Brown asked about the budget process for the 2022 operating budget and whether the Board would get to see the budget before it goes to the Town. C. Bergstrom explained that the budget will be developed closely with the Finance Committee and brought to the Board for approval before it would be sent to the Town for the formal budget process.

Motion: To approve the Terms of Reference for the Finance Committee
Moved by: M. Walton Seconded by T. Sutherland. CARRIED

8.2. Fines & Fees Approvals – Suggested changes to the fees and fines schedule from the Finance Committee were discussed.

Motion: To approve the recommended adjustments to the Library Fees as outlined in the Finance Committee Report.
Moved by: E. Brown Seconded by C. Wilson. CARRIED

9. Policy Committee Report

9.1. Approval of Terms of Reference

Motion: To approve the Terms of Reference for the Policy Committee
Moved by: J. Wolochatiuk Seconded by T. Sutherland. CARRIED

9.2. Policy Approvals

- FN-04: Respect & Acknowledgement Declaration.

E. Brown recommended that Board members alternate reading the statement

Motion: To approve the updated policy FN-04: Respect & Acknowledgement Declaration
Moved by: C. Wilson Seconded by J. Wolochatiuk. CARRIED

The Board Chair, B. Hutchinson, read the newly developed Respect & Acknowledgement Declaration aloud.

- OP-35: Social Media

Motion: To approve the updated policy OP-35: Social Media
Moved by: R. Hallam Seconded by T. Sutherland. CARRIED

- OP-05: Fines and Fees

Motion: To approve the updated policy OP-05: Fines and Fees
Moved by: R. Hallam Seconded by M. Walton. CARRIED

- OP-18: Animals in the Library. This new policy was drafted to address a gap in the Library's current policies. C. Wilson inquired if animals would be removed from the Library. C. Bergstrom clarified that in most cases service animals are easily identified. Any animal causing a disturbance or that is not a service animal or part of a program would be subject to removal.



Motion: To approve the new policy OP-18: Animals in the Library
Moved by: T. Sutherland Seconded by J. Wolochatiuk. CARRIED

E. Brown asked if Library policies are posted inside of the Library. C. Bergstrom shared that while not all policies are necessarily posted, they are available at the services desks and on the website.

10. New Business - none

11. Date of Next Meeting: Tuesday, November 9th, 2021 – 7pm via Zoom

M. Walton questioned if consideration had been given to the return of in-person Board meetings. Discussion related to the convenience of Zoom meetings and the potential for a hybrid option ensued. It was determined that the November Board meeting would continue as a virtual meeting. In-person meetings will be considered in the future, with the caveat that proof of full vaccination would likely be required to attend an in-person Board meeting.

12. Adjournment – As all items on the agenda were addressed, Chair B. Hutchinson declared the meeting adjourned at 8:35pm.