



Bracebridge Public Library Board Meeting Minutes

Date: Tuesday, April 12, 2022

Bracebridge Public Library 2nd Floor, with Zoom hybrid option

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

Regrets: C. Wilson, J. Wolochatiuk, N. Smart

1. Call to Order by the Chair:

The meeting was called to order at 7:00pm

2. Approval of the Agenda:

Motion: To approve the agenda for April 12, 2022

Moved by: R. Hallam, Seconded by C. Robinson. CARRIED

3. Delegations/guests: None

4. Consent agenda

4.1. Approval of the Minutes of the March 2022 meeting

4.2. Ad hoc/Standing Committee Reports - none

4.3. Board Chair Report - none

4.4. Friends of the Library Report - none

4.5. SOLS Trustee Report - none

4.6. Strategic Planning Committee Report - none

Motion: To approve the Consent Agenda.

Moved by: E. Brown, Seconded by T. Sutherland. CARRIED

5. Business arising: None

6. Library Expansion & Fundraising Update: B. Hutchinson provided a summary of the MLCC sponsorship announcement event. She also noted there had not been a recent Steering Committee meetings, so there were no updates to provide in that area.

E. Brown provided an update regarding fundraising and sponsorship activities for the new MLCC. Meetings with potential donors were underway. Many members of the community have been asking E. Brown about the future status of the current Library facility. While there had not been any firm plans put into place it appears the Town is committed to keep the building in public hands.

M. Walton inquired about approaching the service clubs, E. Brown suspected that these would be approached with businesses.

7. Correspondence:

None



8. CEO Report

C. Bergstrom discussed the previously supplied CEO report. She emphasised the support of the J. Wolochatiuk and B. Hutchinson in the recruitment process for the Community Engagement Coordinator and Technical Services Coordinator roles. The month was also rounded out with interviews for the part-time marketing and communications roles and the Children's Librarian role. C. Bergstrom also noted that the website project is well underway, with all page content requirements from the staff being submitted to the design team. She also shared that the new library website project was on track for an early June launch date.

9. Financial Report:

C. Bergstrom reviewed the previously supplied Finance Committee report. She noted that the increase in transfers from reserves (01-1-650000-86000) was investigated with the Town and confirmed to be due to the fund required for the CEO requirement in early 2021, which was not originally budgeted for.

T. Sutherland inquired about the potential of removing library fines. C. Bergstrom and C. Robinson shared that the Finance committee had discussed that as a priority, but it was deferred to the 2023 budget discussions due to the staffing increases included in the 2022 budget. B. Hutchinson agreed that removing fines was a definite priority for the board moving forward.

Motion: To approve the Q4 2021 financial statement
Moved by: R. Hallam, Seconded by T. Sutherland. CARRIED

Motion: To approve the Q1 2022 financial statement
Moved by: M. Walton, Seconded by C. Robinson. CARRIED

10. Policy Committee Report

B. Hutchinson explained that one policy related to Board succession planning was being deferred to May due to a pending meeting with the Town regarding procedures for Board recruitment. After this policy is brought to the board, the board will follow up with an activity to discuss what skills they would like to see for new members.

10.1. OP-14: Internet & Technology Services:

C Bergstrom shared this was bumped up early to respond to a staff concern related to the policy.

Motion: To approve the revised policy OP-14: Internet & Technology Services
Moved by: T. Sutherland, Seconded by M. Walton. CARRIED

10.2. OP-15: Display Use.

Motion: To approve the revised policy OP-15: Display Use
Moved by: E. Brown, Seconded by R. Hallam CARRIED



11. New Business

11.1. Annual Report

B. Hutchinson discussed the provided Annual Report, noting that it was an entirely new format from previous years. C. Bergstrom highlighted that the format was revised to highlight key points while improving readability. Council packages are quite lengthy and succinct information is very valuable.

All board members complimented the new format and the provision of succinct information. B. Hutchinson stated the annual report would be accompanied by a detailed staff report.

Motion: To approve the 2021 Annual Report
Moved by: R. Hallam, Seconded by C. Robinson. CARRIED

1. **Date of Next Meeting:** Tuesday, May 10 2022, 7pm via Zoom
2. **Adjournment** – As all items on the agenda were addressed, Chair B. Hutchinson declared the meeting adjourned at 7:42pm