



**Bracebridge Public Library Board Meeting Minutes**

Date: Tuesday, May 10, 2022 @ 7pm

Via Zoom

**Present:** B. Hutchinson (Chair), E. Brown, R. Hallam, C. Bergstrom (CEO), T. Sutherland, N. Smart, J. Wolochatiuk  
**Regrets:** C. Robinson, M. Walton

1. Call to order by the Chair

2. Approval of the agenda

Motion: To approve the agenda for May 10, 2022

Moved by: J. Wolochatiuk, Seconded by T. Sutherland CARRIED

3. Delegation/guests – none

4. Consent agenda

4.1 Approval of the Minutes of the April 2022 Meeting

4.2 Ad hoc/Standing Committee Reports – none

4.3 Board Chair Report – attached

4.4 Friends of the Library – attached

4.5 OLS Trustee Report – none

4.6 Strategic Planning Committee – none

Motion: To approve the Consent Agenda.

Moved by: R. Hallam, Seconded by J. Wolochatiuk. CARRIED

5. Business arising - none

6. Library Expansion & Fundraising Update - B. Hutchinson provided the Board with an update regarding the MLCC project.

E. Brown discussed the progress of fundraising efforts, including that so far three spaces in the Library had naming rights sold. These included the Multi-purpose room, the group study room and the local history room. More meetings have been scheduled with potential donors/sponsorships.

7. Correspondence - none

8. CEO Report - C. Bergstrom discussed highlights of the previously provided CEO report.

She provided an update on the *Say Yes to Your Dress* event, noting that 188 dresses, 10 suits and 5 pairs of shoes were taken by members of the community. The program was well attended, with a line-up of folks waiting for the start of the event when the Library opened that day. C. Bergstrom provided kudos to A. Whipp for organizing the event and L. Perron for setting up and running the event.



J. Wolochatiuk compliment C. Bergstrom on the renovation of the staffroom. C. Bergstrom thanked her and thanked B. Hutchinson for support in bringing the surprise for the staff together.

9. Financial Report - B. Hutchinson discussed the previously provided Finance Committee Report. She discussed the frequency of the finance committee meetings. Sharing the history of the finance committee and its functionality, the Board agreed the committee was certainly needed and functioning well.

- a. April 2022 financial statement was provided for information only. April statement to be approved as a part of the Q2 financials.

10. Policy Committee Report - B. Hutchinson explained that the policy relating to display space was approved last month. The committee felt that community information was so closely related to the display use policy. The Policy Committee made the decision to merge the two policies.

10.1 OP-15: Community Information & Display Space

Motion to approve the updated policy OP-15

Moved by: T. Sutherland, Seconded by J. Wolochatiuk . CARRIED

10.2 GOV-14 : Board Succession Planning

The Board discussed the policy, which was returning after previously being sent back to the Policy Committee for Revision. B. Hutchinson explained how this policy highlighted a process that allows the Library to work with the Town and have a positive impact on Board succession.

C. Bergstrom met with the Town Clerk and CAO to discuss the process of Board recruitment for the Library. This new process, as reflected in the policy, includes some positive changes for the Library. This allows the CEO to work with the Clerk on the posting and use of the Board's skills matrix in the making of recommendations to Council for Board appointments. The Library Board is also able, and encouraged to, advocate for the Library and approach those individuals in the community which they feel would be valuable additions to the Board to ask them to apply.

All Board members supported the creation of a skills matrix to help assist with the recruitment process and ultimate selection of Board members. It was decided that the skills matrix should be a living document that exists outside of this policy.

It was suggested that the policy itself was well done, but that the skills matrix should be removed before approval.

Motion to support the policy GOV-14, in principle, as written and have it brought back to the Board in June with the removal of the skills matrix from the policy

Moved by: E. Brown, Seconded by J. Wolochatiuk . CARRIED

B. Hutchinson asked that all Board members reach out to her confidentially to let her know if they wished to apply for the next term. This information would assist in the determination of how many roles will need to be filled.



# Bracebridge Public Library

*A lifelong passport to discovery!*

## 11 New Business

- 11.1 Party in the Park – C. Bergstrom shared information regarding the upcoming Party in the Park. She noted that there would be a Board information table at the event for Board members to share information about the Library and potentially work to recruit new applicants for the Board. C. Bergstrom stated that there would be a Board information brochure created for handout at this table.

C. Bergstrom polled the Board members to note which members were available to attend and help at the event.

- 12 Date of next meeting – Tuesday, June 14, 2022 @ 7pm – in-person at the Library, second floor.
- 13 Adjournment – As all items on the agenda were addressed, the Chair adjourned the meeting at 8:37pm.