

BRACEBRIDGE LIBRARY BOARD MEETING

Date: Tuesday, December 13, 2022 at 7 pm @ the Bracebridge Library

MINUTES

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

1. Call to order by the Chair, B. Hutchinson, at 7:03pm.
2. Approval of the agenda with one addition.
Motion: To approve the agenda for December 13, 2022
Moved by: R. Hallam Seconded by: C. Robinson CARRIED
3. Delegation/guests – none
4. Consent agenda
 - 4.1 Approval of the Minutes of the November 2022 Meeting
 - 4.2 Ad hoc/Standing Committee Reports – none
 - 4.3 Board Chair Report – none
 - 4.4 Friends of the Library – none
 - 4.5 OLS Trustee Report – none
 - 4.6 Strategic Planning Committee – noneMotion: To approve the Consent Agenda.
Moved by: T. Sutherland Seconded by: Wolochatiuk CARRIED
5. Business arising
 - 5.1. Board Evaluation Summary
B. Hutchinson provided a detailed review of the board evaluation documents and surveys submitted. All board members were very open and self-aware. The Board discussed the value of doing this process every 2 years to stay on top of progress and goals.
6. Library Expansion & Fundraising Update
B. Hutchinson and C. Bergstrom updated the Board on the status of the Muskoka Lumber Community Centre Project. At the time of the meeting steel framing was being installed. The Board Chair and Library CEO would be attending a site-walk with the steering committee the following week.
7. Correspondence
C. Bergstrom announced to the Board that the Library had been short-listed for an Ontario Public Library Service Award. Winners will be announced at the 2023 Ontario Library Association Super Conference.
8. CEO Report - C. Bergstrom discussed highlights of the previously provided CEO report. There were no questions.
9. Closed Session

Motion: To move into closed session
Moved by: T. Sutherland Seconded by: J. Wolochatiuk CARRIED

Motion: To move rise from closed session
Moved by: J. Wolochatiuk Seconded by: R. Hallam CARRIED

10. Financial Report - B. Hutchinson and C. Bergstrom discussed the previously supplied Finance Committee Report

10.1. October 2022 Financial Statement: The October 2022 Financial Statement was provided for information only, as the statement is approved with the Q4 (year-end) statement in early 2023.

10.2. Draft budget 2023 Approval

B. Hutchinson and C. Bergstrom discussed the final draft of the 2023 budget, as approved by the Finance Committee. Of particular note was the reduction in potential revenue. This reduction is associated with the removal of Library fines in 2023, which was a board priority for 2023.

Motion: To approve the Draft 2023 Library Budget
Moved by: M. Walton Seconded by: R.Hallam CARRIED

11. Policy Committee Report

11.1. OP-04 Circulation of Library Materials: The board reviewed the updated policy. There were no concerns or questions.

Motion: To approve OP-04: Circulation of Library Materials
Moved by: R. Hallam Seconded by: B. Hutchinson CARRIED

11.2. OP-05: Fines and Fees. The board reviewed the updated policy, ensuring the removal of late fines in 2023. There were no questions or concerns.

Motion to approve the updated policy OP-05: Fines and Fees
Moved by J. Wolochatiuk Seconded by: C. Robinson CARRIED

11.3. GOV-06: Board Advocacy

The board reviewed the policy. There were no concerns or questions.

Motion to approve GOV-06: Board Advocacy
Moved by: T. Sutherland Seconded by: C. Robinson
CARRIED

12. Strategic Planning Committee Report

The Board discussed the final draft of the Strategic Plan for the 2023-2026 term. It was noted that the new Board would have to develop an annual workplan to help them achieve their goals. The Library CEO will work with the Library staff on operational plans to achieve the goals in the new plan. The official launch of the Strategic Plan will occur after presentation to Council at the January 17th General Committee meeting.

Motion to approve the 2023-2026 Strategic Plan

Moved by: R. Hallam

Seconded by: J. Wolochatiuk

CARRIED

13. New Business

13.1. Memorandum of Understanding (MOU)

C. Bergstrom and B. Hutchinson informed the Board that the process of developing a full MOU with the Town of Bracebridge had commenced. Work will continue in the New Year with the CAO, Clerk and department heads at the Town. This document will encompass all services and reciprocal agreements between the Town and Library, including facilities use and maintenance. The Board voiced their appreciation that this priority was being addressed and reinforced the importance for both organizations to have a detailed agreement in place.

14. Date of next meeting – Tuesday, January 10, 2023 @ 7pm. Location: TBD

15. Adjournment – As all items on the agenda were addressed, the Chair adjourned the meeting at 9:47pm.