BRACEBRIDGE LIBRARY BOARD MEETING
Date: Tuesday, March 14, 2023 at 7 pm via Zoom

MINUTES

Present: B. Hutchinson, J. Wolochatiuk, E. Brown, D. Smith, A. McLeod, S. Ashton

J. Wolochatiuk lost connection at 7:07pm, was able to reconnect at 7:18pm.

1. The meeting was called to order by the Chair, B. Hutchinson at 7:04pm

2. Approval of the agenda
   Moved by: S. Ashton Seconded by: D. Smith CARRIED

3. In-Camera Session
4.
   Motion to move into closed session due to personal matters about an identifiable individual, the security of the property of the municipality/Library, Information supplied in confidence to the Library by another level of government and/or labour relations.
   Moved by: D. Smith Seconded by: E. Brown CARRIED

   Motion to rise from closed session
   Moved by: D. Smith Seconded by: A. McLeod

5. Consent agenda
   5.1. Approval of the Minutes of the February 2023 Meeting
   5.2. Ad hoc/Standing Committee Reports - none
   5.3. Board Chair Report - none
   5.4. Friends of the Library - none
   5.5. OLS Trustee Report – none

   Motion to approve the consent agenda.
   Moved by: A. McLeod Seconded by: S. Ashton CARRIED

6. Business arising
   6.1. Allocation of potential surpluses - D. Smith provided an updated about discussions related to budget surpluses and deficits. C. Bergstrome was asked to meet with the Finance Department at the Town to continue discussions and bring a motion back to the Board, through the Finance Committee, when appropriate.

7. Library Expansion & Fundraising Update
   C. Bergstrome and B. Hutchinson shared an update on the construction of the new Library facility in the Muskoka Lumber Community Centre. C. Bergstrome will aim to try and schedule a site walk for the Library Board and staff when the site is dry and safe.

   C. Bergstrome will upload renderings, floorplans, photos and additional documents related to the new facility to the Board portal as they become available to share.

8. Correspondence – none

9. CEO Report
   D. Smith inquired if the Board will be able to see & review the MOU before it is signed. B. Hutchinson confirmed this would occur when the document reached that stage of the process.

The Board expressed their agreement with having such a document in place to ensure all parties are aware of expectations in relation to services and working together, especially in light of moving into a shared facility.

10. Financial Committee Report -

B. Hutchinson shared that the Finance Committee did not meet in March due to the loss of one committee member and the lack of any financial statements being available for approval at the time. The 2022 year-end financials are to be brought to the Board for review at the April meeting.

C. Bergstrome stated that work has started on the draft 2024 budget. In light of moving into a new facility, with increased expectations, size and programming, there is a lot to consider.

D. Smith clarified the process for approving new staff with the Town in relation to the budget process.

11. Policy Committee Report

3 policies brought forward from the last board term./ GOV-01 – went through lots of discussion by the previous and current board. Specific policies and processes dictated by the OLS.
The use bylaw and policies interchangeably. A lot of the policies you will be seeing as a part of our question for accreditation, specific policies (among other things) that are required. Will clarify the accreditation process as part of the board orientation.

11.1. GOV-01

GOV-01 was previously referred back to the Policy Committee for review and streamlining of bylaws into one, as per the advice of the Ontario Library Service. The policy was revamped using the recommendations of the Ontario Library Service. As not all committee members reviewed the content in detail and questions regarding the title it was determined to be best to refer the policy back to the Policy Committee. S. Ashton to provide her written comments to the committee in advance of the next meeting.

Motion to refer the policy back to the Policy Committee to clarify naming and clarity of bylaws required by the Public Libraries Act.
Moved by: Joanne Seconded by: Allan CARRIED

11.2. GOV-03: Committees of the Board.

Motion to accept the updated GOV-03, as advised the Policy Committee.
Moved by: J. Wolochatiuk Seconded by: E. Brown CARRIED

11.3. OP-03: Confidentiality

Motion to refer the policy back to the Policy Committee to see if it duplicated OP-36 and/or for possible amalgamation.
Moved by: J. Wolochatiuk Seconded by: S. Ashton CARRIED

J. Wolochatiuk, as Chair of the Policy Committee, requested that when policies are referred back to the Policy Committee to be specific about the reasoning to allow for productive review.

12. New Business

12.1. Party in the Park – June 2nd, 2023 – C. Bergstrome confirmed that the date had been finalized with the Town of Bracebridge. The event will need Board member assistance for set-up and assistance at various stations throughout the event. Board members are asked to reach out to C. Bergstrome directly about their ability to assist.

13. Date of next meeting – Tuesday, April 11th, 2023 @7pm.

14. Adjournment 8:34pm.