

BRACEBRIDGE LIBRARY BOARD MEETING
Date: Tuesday, April 11, 2023 at 7 pm via Zoom

MINUTES

Present: J. Wolochatiuk, E. Brown, D. Smith, A. McLeod, S. Ashton, C. Bergstrom (CEO)

Regrets: B. Hutchinson

1. The meeting was called to order by the Vice- Chair, J. Wolochatiuk, at 7:02pm
2. Approval of the agenda
Moved by: S. Ashton Seconded by: D. Smith CARRIED
3. Consent agenda
 - 3.1. Approval of the Minutes of the March 2023 Meeting
 - 3.2. Ad hoc/Standing Committee Reports - none
 - 3.3. Board Chair Report
 - 3.4. Friends of the Library
 - 3.5. OLS Trustee Report – none

Motion to approve the consent agenda.
Moved by: E. Brown Seconded by: A. McLeod CARRIED
4. New Business - none
5. Business arising
 - 5.1. Allocation of potential surpluses - C. Bergstrom shared that a meeting was scheduled with the Finance Department for April 12, 2023. An update would be provided at a future Board meeting.
6. Board Development: Governance vs. Operations – C. Bergstrom provided a review of the difference between governance and operations when it comes to duties of the Library Board. The document ‘Cut to the Chase’ by the OLS was reviewed as a resource.
7. Library Expansion & Fundraising Update
C. Bergstrom and B. Hutchinson shared an update on the construction of the new Library facility in the Muskoka Lumber Community Centre. C. Bergstrom noted she was working on securing the date for a site-walk for the Library Board and staff.

E. Brown provided an update related to the status of the sale of naming rights within the Library space, noting that only two options remained for sale. The committee provided praise to E. Brown and C. Bergstrom for their efforts as part of the Town’s fundraising committee for the new Muskoka Lumber Community Centre.
8. Correspondence – none
9. CEO Report – C. Bergstrom reviewed the previously supplied CEO report.
E. Brown suggested that the Board hold a staff appreciation lunch or event to thank the staff for all of the hard work that had gone into the ILS transition and RFID tagging project. C. Bergstrom to investigate timing that would accommodate the most staff and report back.

C. Bergstrom explained that work on the 2024 budget had commenced, including the review of staffing requirements. This also coincides with the necessary updating of staff job descriptions to participate in the pay equity process with the Town.

10. Financial Committee Report

10.1. The 2022 Year-end financial statement was presented for final approval by the Board. C. Bergstrom noted that overall, the total budget was underspent.

Motion to approve the 2022 year-end financial statement.

Moved by: A. McLeod

Seconded by: D. Smith

CARRIED

11. Policy Committee Report - none

12. Date of next meeting – Tuesday, May 9th, 2023 @7pm @ the Bracebridge Library

13. Adjournment 8:18pm.