



**Bracebridge Public Library Board Meeting Minutes**

Date: Tuesday, December 8, 2020

Notetaker: C. Dawkins

Conducted via Zoom electronic forum. Public viewing enabled via  
<https://www.bracebridge.ca/en/town-services/webcasts.aspx>

**Present:** B. Hutchinson (Chair), E. Brown, C.A. Robinson, J. Wolochatiuk, M. Walton, C. Wilson, T. Sutherland, R. Hallam, C. Rodney (CEO)

**Regrets:**

**1. Call to Order by the Chair:**

The meeting was called to order at 7:01 p.m.

**2. Approval of the Agenda:**

Motion: To approve the agenda for December 8, 2020.

Moved by: M. Walton, Seconded by C.A. Robinson. CARRIED

**3. Delegations/guests:**

Colleen Manary, Friends of the Bracebridge Public Library (FoBPL).

C. Manary gave a brief history on her involvement with the FoBPL as well as a description of the FoBPL mandate and what they do for the library. A couple of highlights included that there are 60 FoBPL members and that the FoBPL not only fundraise by selling books in the Book Nook but they do special events such as the annual Edible Book Festival, helping in the parade, bake sales, etc..

**4. Consent agenda**

**4.1 Approval of the Minutes of the Tuesday, October 13 meeting**

**4.2 Ad hoc/Standing Committee Reports**

**4.2.1 Friends of the Library – no report**

**4.2.2 Policy Committee – See Item 8.1**

**4.2.3 SOLS Trustee Report – removed from Consent agenda**

Motion: To approve the Consent Agenda as amended.

Moved by: C. Wilson, Seconded by T. Sutherland. CARRIED

**SOLS Trustee Report:**

Discussions took place regarding Southern Ontario Library Services (SOLS) recommendation for libraries to have a Memorandum of Understanding with their municipality, as well as how to attract Board Members and properly inform them of their role as a member. SOLS does provide a Board orientation session for libraries at the beginning of each term.

**5. Business arising:**

At the last meeting the Board approved the purchase of the online tool SurveyMonkey® at the cost of \$27 per/month. This particular option was actually \$27 per user/per month, with a minimum of 3 users which would have been over \$75 per month. C. Rodney was able to find one that was more satisfactory to our needs at \$34 per month.

**6. CEO's Report:**



Highlights included the commencement of in-house browsing, our transition from HIP to Enterprise for our online catalogue and what the different levels of COVID-19 zones mean to the library and its day to day operations.

**7. Financial Report:**

**7.1 Financial statement for November was distributed for information**

This is not a quarterly report and is for information purposes only. There was some discussion on where we stand with the budget regarding extra expenses of COVID-19 and also the loss of revenue during this time.

**7.2 2021 Budget**

C. Rodney is currently working on the budget and will be meeting with the Town Treasurer to review, prior to presenting the proposed draft budget to the Board.

**8. New Business:**

**8.1 Policy: Donations #1 – Monetary and In-kind**

Motion: To accept Donations #1 – Monetary and In-kind as presented.  
Moved by: C.A. Robinson, Seconded by R. Hallam. CARRIED

**8.2 Strategic Planning Committee report:**

The survey that the committee has been working on is going to be sent out to staff tomorrow. There will be more to discuss at the next meeting.

**9. Library expansion project:**

The Steering Committee met this morning and Colliers is interviewing firms who have submitted a Request for Pre-qualification for General Contractors for the future project.

**10. Closed Session:**

Motion: To move into Closed Session at 8:48.  
Moved by: J. Wolochatiuk, Seconded by C. Wilson. CARRIED

Motion: To move out of Closed Session at 9:05.  
Moved by: T. Sutherland, Seconded by R. Hallam. CARRIED

Motion: That the CEO be authorized to proceed as directed in the preceding Closed Session regarding personal matters about identifiable individuals.  
Moved by: J. Wolochatiuk, Seconded by C. Wilson. CARRIED

**11. Date of Next Meeting:** Tuesday January 12, 2021, 7 p.m.

**12. Adjournment –** As all items on the agenda were addressed, Chair B. Hutchinson declared the meeting adjourned at 9:08 pm.