

Bracebridge Public Library Board Meeting
Tuesday, November 12, 2019 at 7 p.m.
MINUTES

Present: B. Hutchinson (Chair), C.A. Robinson, T. Sutherland, E. Brown, R. Hallam, C. Wilson (arrived at 7:31), C. Rodney (CEO)

Regrets: P. Feist

1. Call to Order by the Chair:

The meeting was called to order at 6:56 p.m.

2. Approval of the Agenda:

Motion: To accept the agenda for the November 12, 2019 meeting.

Moved by: C.A. Robinson, seconded by T. Sutherland. CARRIED

3. Delegation/guests: Charles Gallagher, Manager, District of Muskoka IT Operations and Infrastructure

C. Gallagher came to speak to the library Board regarding our current wifi system and the proposed move to partner with Lakeland. A significant reason for this partnership would be that it would allow us to have tickets printed with a wifi code for each patron (eliminating the issue of creating a password every day) as well as giving us up-to-date equipment that would be in line with the changing needs of technology. There would be a one-time charge of \$1000.00 for installation and configuration of the equipment and an additional \$110.00 per/month. The Board will discuss the options and make a decision.

4. Acceptance of the Minutes of the Tuesday, October 8, 2019 meeting:

Motion: To accept the minutes of the Tuesday October 8, 2019 meeting

Moved by: T. Sutherland, seconded by R. Hallam. CARRIED

5. Business Arising:

5.1 OLA Superconference attendance: Several Board members showed interest in attending the conference. C. Rodney will make arrangements.

6. Correspondence: None

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – P. Feist: No report at this time.

7.2 Policy Committee: Governance #8 – Board-CEO Partnership

Motion: To approve Governance #8 – Board-CEO Partnership

Moved by: R. Hallam, seconded by C.A. Robinson. CARRIED

7.3 SOLS Trustee Representative – T. Sutherland – Trustee Council 4 meeting:

T. Sutherland spoke about highlights of the Trustee meeting that took place in Midland. All Board members received a written copy via email.

8. CEO Report: The report was circulated to all Board members before the meeting. One highlight is our partnership with the Simcoe-District Health Unit to offer three sessions of a program called Triple P Parenting. These workshops are to help parents with everyday difficulties of raising children. Day care is provided and arranged by Muskoka Family Focus.

9. Financial Report:

9.1 Financial statement to end of October distributed.

This is not a quarterly report and does not require a motion. C. Rodney spoke to a few items on the report. The money that we had put aside for the elevator project will be put back into our reserves.

9.2 2020 budget – staffing increases.

C. Rodney provided information regarding setting payroll budgets. If new positions are planned, she will bring that proposal to the Board for approval before including them in the budget. This information must be sent to the Town CAO prior to budgets being submitted to the Town Treasurer for further review. An increase to the payroll budget as a result of increasing hours for any current position would be discussed as a line item by the Board when the year's budget is presented for their approval.

10. New Business:

10.1 Macmillan ebook titles restricted purchasing in OverDrive: As of November 1st Macmillan Publishers has changed their lending terms for their ebooks. The changes will restrict our patrons use during the first 8 weeks of publication and mean longer wait times. SOLS has been in touch with Macmillan staff to express their concerns.

Motion: That C. Rodney direct appropriate BPL staff to post information about this change on our website.

Moved by: E. Brown, seconded by R. Hallam. CARRIED

10.2 Breastfeeding in the Library: This item was deferred until the Policy Committee has time to investigate and create a policy for it.

10.3 IT upgrade – quote from Lakeland: A discussion ensued regarding the new costs to partner with Lakeland.

Motion: Move to accept the one- time charge of \$1000.00 for installation & configuration of wireless hotspot equipment in the 2019 fiscal year and to accept the \$110.00 monthly increase for wireless in the 2019/2020 budgets.

Moved by: C.A. Robinson, seconded by R. Hallam. CARRIED

10.4 Consent agenda: There was a discussion regarding the pros and cons of a consent agenda.

Motion: To accept a consent agenda as the Library Board's format going forward.

Moved by: B. Hutchinson, seconded by R. Hallam. CARRIED

10.5 Strategic Plan: This has been deferred to the new year.

10.6 Library research by Board members: None

10.7 Action items: None

11. Library Expansion Project:

11.1 User Group meeting October 9: The Town's application for funding through the Investing in Canada Infrastructure Program has been submitted. The issue of adding 2000 ft² to the Library facility to allow for growth of our collection was raised again. There will be a sub-contract for fundraising.

11.2 Facility Tour with MJMA: C. Rodney will forward all comments, sent to her by Board members and staff who attended the tour, to MJMA. A short discussion took place regarding some aspects of the tour.

12.0 Library Issues: None

13. Date of Next Meeting: Tuesday December 10, 2019, 7 p.m.

14. Adjournment declared by the Chair: 9:22 pm.