

Bracebridge Public Library Board Meeting
Tuesday, October 8, 2019 at 7 p.m.
MINUTES

- Present:** C.A. Robinson (acting chair in absence of B. Hutchinson), T. Sutherland, E. Brown, C. Wilson, R. Hallam, P. Feist (arrived at 7:11), C. Rodney (CEO)
- Regrets:** B. Hutchinson (Chair)
- Motion: To appoint C.A. Robinson as acting chair for this meeting.
Moved by: T. Sutherland, seconded by R. Hallam. CARRIED
- 1. Call to Order by the Chair:**
The meeting was called to order at 7:00 p.m.
- 2. Approval of the Agenda:**
Motion: To accept the agenda as amended for the October 8, 2019 meeting.
Moved by: R. Hallam, seconded by T. Sutherland. CARRIED
- 3. Delegation/guests:**
- 4. Acceptance of the Minutes of the Tuesday, March 12, 2019 meeting:**
Motion: To accept the minutes of the Tuesday September 10, 2019 meeting as amended
Moved by: E. Brown, seconded by R. Hallam. CARRIED
- 5. Business Arising:**
- 5.1 ILS review and recommendation:** Bracebridge (BPL) and Gravenhurst (GPL) libraries make up the Muskoka Libraries IT Consortium. We currently contract (expires December 31, 2019) with SirsiDynix to provide our integrated library system (ILS). A discussion ensued noting the following reasons why renewing our contract with SirsiDynix is in our best interest: there would be a high cost to transfer our data to a new system; there will be no training required for staff other than the new module (called Enterprise) for the patron catalogue (currently HIP); there is an opportunity to make use of a mobile circulation module that will be very helpful for outreach programs; and both BPL and GPL are in the midst of planning for expanded facilities which require significant staff time. SirsiDynix is offering a 5 or 7 year contract, with significant annual savings with the longer plan.
- Motion: To renew the contract with SirsiDynix for 7 years, as well as upgrading from HIP to Enterprise, this comes with a one-time cost of \$4100.
Moved by: R. Hallam, seconded by T. Sutherland. CARRIED
- 6. Correspondence:** None
- 7. Ad hoc/Standing Committee Reports:**
- 7.1 Friends of the Library – P. Feist:** The Friends are extremely active. N. Wilson is stepping down from the “Book Nook” and C. Manary is taking over. There are four new members. There is a book sale and bake sale on October 26 and another on November 30. There is just over \$20,000.00 in the bank account.
- 7.2 Policy Committee:** The Committee is currently working on a couple of Governance policies which they expect to present for approval at the next meeting.
- 7.3 SOLS Trustee Representative – T. Sutherland:** T. Sutherland will send all Board members the link to SOLS so that everyone can receive the updates. SOLS is bringing back the in-person meetings. The first one is in Midland on November 9 from 10-1. Please let T. Sutherland know if you are interested in attending (once you have the link you can register yourself for the meeting).
- 8. CEO Report:** The report was circulated to all Board members before the meeting. The Learn to Crochet program was so successful that we are planning on another session and the possibility of a monthly program. The location of the Library booth at the Fall Fair was not very desirable but the only alternative is outside. The Facility

planning is going well. C. Rodney is collecting letters of support and the Town is doing the same. If anyone has suggestions on who to contact for letters of support please let C. Rodney know. Stats are down a little. Possible reasons for this would be Canadian Netflix and less programming earlier in the year due to lack of availability of Children's Programmer.

9. Financial Report:

9.1 Third quarter financial report for approval.

C. Rodney spoke to several items on the financial report.

Motion: To approve the 3rd quarter financial report.

Moved by: P. Feist, seconded by R. Hallam. CARRIED

10. New Business:

10.1 OLA Super Conference: C. Rodney emailed everyone with information on this conference. Rooms have been booked. C. Rodney attends every year accompanied by 1 staff member and 2 Board members. If anyone is interested please check out the OLA website and let C. Rodney know as soon as possible. In addition, the Board member Boot Camp is on the Saturday (anyone may attend if you don't mind paying the \$220 fee).

10.2 User Fees: The Town Treasurer has requested that all Town departments, including the Library, review their fees. C. Rodney recommended no change to our user fees as they are in line with libraries among the Town's comparators.

Motion: That no change be made to our user fees for 2020-2021.

Moved by: E. Brown, seconded by T. Sutherland. CARRIED

10.3 Library Research: No reports at this time.

10.4 Action Items: It has been identified that the current application process to join the Library Board does not give candidates sufficient information to fully understand the expectations of membership on the Board. B. Hutchinson suggested that a request be made to J. Sisson to investigate making an appropriate change to the application.

Motion: To accept B. Hutchinsons proposal to make a request to the Town to change the application for Board members

Moved by: T. Sutherland, seconded by P. Feist. CARRIED

11. Library Expansion Project:

11.1 User Group meeting October 9, 10:05-11:05 am: Board members who will be attending this meeting are R. Hallam, P. Feist, E. Brown, C.A. Robinson and C. Wilson. C. Rodney sent out our list of "Do"s and "Don't"s and a list of questions to be reviewed before the meeting.

11.2 Facility Tour with MJMA: Reminder to everyone who will be going on this tour that we will be leaving at 7:30 am. More information to follow.

12.0 Library Issues: None at this time

13. Closed Session – Item relating to personnel

Motion: To move into closed session

Moved by: E. Brown, seconded by P. Feist. CARRIED

Motion: To move out of closed session

Moved by: P. Feist, seconded by C. Wilson. CARRIED

14. Date of Next Meeting: Tuesday November 12, 2019, 7 p.m.

15. Adjournment declared by the Chair: 8:40 pm.