Bracebridge Public Library Board Meeting
Tuesday, September 10, 2019 at 7 p.m.
MINUTES

Present: B. Hutchinson (Chair), T. Sutherland, E. Brown, B. Greer, C. Wilson, P. Feist, C. Rodney (CEO)
Regrets: R. Hallam, C.A. Robinson

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 accept the agenda for the September 10, 2019 meeting.
Moved by: B. Greer, seconded by E. Brown. CARRIED

3. Delegation/guests: J. Sisson, Town of Bracebridge CAO
J. Sisson came to speak on a few items that are happening within the Town of Bracebridge. The Town received funding for "downtown beautification" with some suitable projects starting this week. The Town received positive feedback on having the film production companies in town and are looking forward to this happening again soon. J. Sisson expressed his appreciation for the exceptional working relationship the Town has with C. Rodney, the Library Board and the Library Staff. The Town is aware of the IT issues we have had recently, they are experiencing some of the same issues, and is working with the District to resolve these problems and keep things running more smoothly. The replacement of the Library elevator has been put on hold. Several unexpected issues have arisen and due to the resulting increased cost, the elevator project has been put on hold. Lastly, J. Sisson gave an update on the state of the joint facility project. Things are moving forward as planned. The Library Board is asked to draft a letter of support for the project. The Town's application for the *Investing in Canada Infrastructure Program (ICIP) - Community, Culture and Recreation Stream* will be submitted in early October and an announcement from the provincial government regarding successful candidates is expected around March 2020. Their recommendations will then be submitted to the federal government for final approval expected in the summer of 2020. The Salmon Avenue construction should move forward in a few weeks. Colliers Project Leaders is the selected project management firm for the build and MJMA are the chosen architects.

4. Acceptance of the Minutes of the Tuesday, June 11, 2019 meeting:
Motion: To accept the minutes of the Tuesday June 11, 2019 meeting
Moved by: T. Sutherland, seconded by E. Brown. CARRIED

5. Business Arising:
5.1 Library advocacy –B. Hutchinson: C. Rodney and B. Hutchinson sent a letter to the Bracebridge Examiner to address comments by their readers regarding the provincial government's role in the recent cuts to SOLS. Unfortunately it was only published in the online version and not the print version of the paper where the comments were seen. The local Library CEOs and BPL's Board Chair (in lieu of C. Rodney) met with MPP Norm Miller early in July to advocate on behalf of the Muskoka libraries and address the cut to the SOLS budget . The meeting was not a fruitful as was hoped. G. Lachance has submitted his resignation from the Board. C. Rodney and B. Hutchinson have sent a letter to J. Sisson to ask if the application form for Library Board members can be changed to better suit our needs. We would like to have it be a requirement for all interested parties to attend an orientation night. B. Hutchinson also mentioned that an effective Board is responsible for more than just attending Board meetings. Board members should spend time attending some Library programs, attending Council meetings if a library issue is on the agenda, sitting on Library committees and being an

advocate for the Library. B. Hutchinson has drafted a letter of support for the Town regarding the grant application and will circulate this letter to the Board. C. Rodney is also collecting letters of support from library stakeholders.

6. Correspondence:

6.1 Horticultural Society: We received a letter from the Horticultural Society thanking us for allowing them to showcase our garden for their Garden Tour, as well as allowing them to set up a table to give away gardening books.

7. Ad hoc/Standing Committee Reports:

7.1 Friends of the Library – P. Feist: The Friends are a great enthusiastic group. Their book sales have been very well attended. The last book sale brought in about $140-$150.

7.2 Policy Committee: - Governance #1 Purpose & Duties of the Board
- Governance #2 Board Orientation & Training

Motion: To approve Governance #1 Purpose & Duties of the Board.
Moved by: P. Feist, seconded by T. Sutherland. CARRIED

Motion: To approve Governance #2 Board Orientation & Training.
Moved by: B. Greer, seconded by P. Feist. CARRIED

7.3 SOLS Trustee Representative – T. Sutherland: Unfortunately there will be no more face to face meetings. However, T. Sutherland suggests that all Board members should sign up for the SOLS email so they can see what webinars are being offered (they are very interesting and informative).

8. CEO Report: The report was circulated to all Board members before the meeting. On a good note our summer programs were well attended with a special children's craft happening every afternoon. Heard at the Library this summer: "*You folks are awesome! I have been to several Toronto branches and you put on programs with a smaller budget that are just as good if not better*".

9. Financial Report:

9.1 Second quarter financial report for approval.
A discussion took place regarding the timing of the 2nd quarter occurring during the summer when the Board does not meet. It was determined that an approval of the 2nd quarter was unnecessary since several months pass before the Board meets again in September. It was decided that C. Rodney will distribute the Budget Variance Reports monthly but only 1st, 3rd and 4th quarter reports will be addressed at the appropriate Board meetings.
Motion: That the Board receive the First, Third and Fourth quarterly reports for approval.
Moved by: E. Brown, seconded by T. Sutherland. CARRIED

9.2 Financial statement to the end of August distributed.
This is not a quarterly report so there is no approval needed.

10. New Business:

10.1 ILS review and recommendation: The Muskoka Libraries Consortium's (Bracebridge BPL and Gravenhurst GPL libraries) contract with SirsiDynix is expiring at the end of 2019. The CEOs of BPL and GPL have looked into other possibilities but it is felt that we should stay with SirsiDynix. We are currently provided with good support; a good product; there are many new aspects to this system; the District feels this is a good product; and staff are already comfortable with the system at a time when we need to focus on the new joint facility. It would also cost us approximately $20,000.00 to change over to another system.

The public access module will receive an upgrade which will result in an upfront cost to install but there will be no increase in the fee for the first year of the renewed contract. A motion on this item has been deferred to the October Board meeting in order for the CEO to confirm the annual cost.

10.2 **Library research by Board members:** The Calgary Library was once again a topic of discussion. B. Greer recently looked at this library online and was impressed with how it looked, as well as the fact that they used local people to help make items that would be used in the building. P. Feist mentioned that he visited the Musquodoboit Harbour library in Nova Scotia which was built at the cost of 1 million dollars.

10.3 **Action Items:** We have completed the following action items – 1. Prepare information for the Town on why we would like to change the application for Board members. 2. The Board Chair will send a letter to MPP Norm Miller 3. Review the joint facility information for September.

11. **Library Expansion Project:** This was addressed by guest, J. Sisson.

12.0 **Library Issues:** District IT Department upgraded their network at the beginning of the summer and we have been experiencing cascading problems since that time. The District IT is working on solutions to all of these problems.

11. **Date of Next Meeting:** Tuesday October 8, 2019, 7 p.m.

12. **Adjournment declared by the Chair: 9:31 pm.**