

BRACEBRIDGE LIBRARY BOARD MEETING

Date: Tuesday, June 11, 2024, at 7 pm @ the Bracebridge Library

MINUTES

PRESENT: J. Wolochatiuk, E. Brown, S. Smith, B. Hutchinson, L. Boucher, A. King, D. Smith

REGRETS:

Vision: *An engaged, informed, inclusive and inspired community that is anything but the ordinary.*

Mission: *To enrich, empower and inspire our community.*

1. Call to order, by Interim Vice-Chair, E. Brown at 7:00pm.
2. Land Acknowledgement – B. Hutchinson

“We would like to begin by acknowledging that the Bracebridge Library is on the traditional territory of the Anishinaabe – specifically the Ojibway, the Chippewa, and the Algonquin peoples. This land was a part of the 1923 Williams Treaties. We recognize and appreciate the historic and present contributions that First Nations, Metis, and Inuit people have made to our town and our country. We challenge everyone here today to seek out knowledge and take actions toward real truth and reconciliation in support of our commitment to wellness for all, and to walking the path together in respect, peace, and harmony for future generations.”

3. Approval of the agenda

Motion to approve the agenda.

Moved by: C. Robinson Seconded by: B. Hutchinson CARRIED

4. Guests & Delegations – none
5. Consent agenda
 - 5.1. Approval of the Minutes of the May 2024 Meeting
 - 5.2. Ad hoc/Standing Committee Reports - none.
 - 5.3. Board Chair Report - attached.
 - 5.4. OLS Trustee Report – attached.

Motion to approve the consent agenda, with amended minutes. .

Moved by: D. Smith Seconded by: J. Wolochatiuk CARRIED

6. Board Professional Development/Education – Review of OP-25 with policies
7. New Business
 - 7.1. Strat Plan Working Group –
B. Hutchinson discussed the Board starting to evaluate Strategic Plan progress in the fall, ensuring being mindful about treading into operations rather than governance tasks.
 - 7.2. District IT Contract Update – C. Bergstrom shared the service extension letter for District IT, which was prepared by the Finance Committee and delivered to District IT. It was signed off, as prepared, by District IT.
 - 7.3. 100 Book Check-out limit – C. Bergstrom explained the community move initiative where Library staff encouraged library members to sign out up to 100 items with their Library card for

the summer. This would serve two purposes including ensuring sufficient materials for the community to enjoy during our closure and having them, by default, move these items to the new location by having them returned in the fall to the new library.

8. Business arising - none
9. Library Expansion & Fundraising Update - opening
C. Robinson inquired about invitations to previous board and staff members for the grand opening celebrations. C. Bergstrom welcomed Board members to suggest any additions to the invitation list to her via email. In addition, the opening and related celebrations will appear on social media, the Library website and through local media.
10. Correspondence – E. Brown – “A Letter to A. Carnegie” – appendix to the minutes
11. CEO Report –
C. Bergstrom discussed the previously supplied CEO report. She highlighted the Librarians on the Loose programming that would be occurring throughout the community over the summer, extending thanks to the Town of Bracebridge for accommodating use of various parks around Town for many of the programs.
12. Board Work Plan Update
A. King reviewed the current status of the Board work plan. She asked that all committees report progress on any projects to her for tracking.
13. Financial Committee Report –
C. Bergstrom discussed the provided 2024 Q1 Financial Statement. There were no questions or concerns from the Board.

Motion to approve the Bracebridge Library 2024 Q1 Financial Statement

Moved by: B. Hutchinson Seconded by: J. Wolochatiuk CARRIED

The finance committee reviewed the staffing needs for 2025. While this would be the Library's first year in its first new facility, only 1 minor change to staffing was requested to adjust the part-time administrative assistant to a full-time position due to the increased work load the position holds.

Motion to approve the transition of the administrative assistant role from part-time to full-time for January 1, 2025.

Moved by: L. Boucher Seconded by: A. King CARRIED

The Finance Committee discussed the long-standing goal of adding benefits in some capacity for part-time employees. The Board discussed the variety of implications that would be associated with implementing a benefits program for part time staff members. D. Smith didn't want the potential costs included in the draft budget. J. Wolochatiuk noted that should it not be included in the draft budget that there would be no additional opportunity to include it for 2025, due to the tightened budget timelines. C. Bergstrom explained that if it was included in a draft budget that the Board can make a decision at the September meeting for inclusion for 2025. She confirmed the tight timelines and inability to add to the budget after September.

Motion to approve the exploration of benefit options for part-time staff, working 28 hours per week, for inclusion in the 2025 draft budget.

Moved by: C. Robinson Seconded by: J. Wolochatiuk CARRIED

The Finance Committee reminded the Board that the creation of Bookmobile service had been an item in discussion at various points for the last two years. D. Smith felt this was a service enhancement. C. Bergstrom agreed that it was, and this would be our opportunity to explore it for 2025. C. Bergstrom explained the various ways that bookmobile service could be explored, noting that this may not be feasible for 2025, but more research would be needed to see what options might exist.

Motion to approve the exploration of costs and options related to the possible creation of bookmobile service in 2025.

Moved by: L. Boucher Seconded by: J. Wolochatiuk CARRIED

14. Policy Committee Report – attached

14.1. OP-25: Workplace Harassment & Discrimination Policy

J. Wolochatiuk discussed the OP-25 policy. She noted that annual review of this policy is a legal requirement for all board and staff members.

Motion to approve OP-25: Workplace Harassment & Discrimination Policy

Moved by: J. Wolochatiuk Seconded by: C. Robinson CARRIED

14.2. OP-32: Health & Safety of Staff

The board reviewed the updated policy, OP-32. There were no concerns.

Motion to approve OP-32: Health & Safety of Staff

Moved by: B. Hutchinson Seconded by: A. King CARRIED

14.3. OP-49: Disposition of Surplus & Obsolete Assets

C. Bergstrom reviewed the need for this policy, based on the library's upcoming move. It was noted that this policy was primarily based on the Town's policy, but altered to highlight a focus on donating items where possible. D. Smith indicated a preference for sale of items first. Due to staffing limitations it would be a requirement the Board would have to take on.

Motion to approve OP-49: Disposition of Surplus & Obsolete Assets

Moved by: L. Boucher Seconded by: CARRIED

14.4. OP-50: Makerspace & Recording Studio Policy

C. Robinson inquired if the recording studio could be used for profit ventures, such as podcasts or recording music. C. Bergstrom noted that this was allowed.

Motion to approve OP-50: Makerspace & Recording Studio Policy

Moved by: D. Smith Seconded by: C. Robinson CARRIED

15. Closed Session

Motion to move into closed session due to the security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or

local board employees; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board or labour relations or employee negotiations.

Moved by: J. Wolochatiuk Seconded by: C. Robinson CARRIED

Motion to rise from closed session

Moved by: L. Boucher Seconded by: A. King CARRIED

16. Date of next regular meeting – Tuesday, September 10 @7pm

17. Adjournment 8:38pm