

BRACEBRIDGE LIBRARY BOARD MEETING
Date: Tuesday, September 10, 2024, at 7 pm
Bracebridge Library, Lyle & Margaret Cathcart Boardroom

MINUTES

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

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

Present: B. Hutchinson, A. King, C. Robinson, B. Hutchinson, L. Boucher, D. Smith, C. Bergstrom (CEO)

Regrets: E. Brown

1. Call to order by the Interim Chair, J. Wolochatiuk, at 7:03pm.
2. Land Acknowledgement – L. Boucher

“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 amended agenda

Motion to approve the agenda.

Moved by: C. Robinson

Seconded: B. Hutchinson

CARRIED

4. Board Executive Update

The Board discussed the previously supplied letter by B. Hutchinson and the reinstatement of B. Hutchinson as the Board Chair and J. Wolochatiuk as the Vice-Chair. The Board thanked J. Wolochatiuk for stepping up as Interim Chair and E. Brown as Interim Vice-Chair for the last year. Both went above and beyond for the Library Board and staff during the last year, especially with the construction process.

Motion to reinstate B. Hutchinson as the Board Chair and J. Wolochatiuk as the Board Vice-Chair, effective immediately.

Moved by: C. Robinson

Seconded by: A. King

CARRIED

After the passing of the motion, B. Hutchinson chaired the remainder of the meeting.

5. Guests & Delegations – none

6. Consent agenda

6.1 Approval of the Minutes of the June 2024 Meeting

6.2 Ad hoc/Standing Committee Reports - none.

6.3 Board Chair Report – attached

6.4 OLS Trustee Report - none

Motion to approve the Consent Agenda as amended.

Moved by: J. Wolochatiuk

Seconded: D. Smith

CARRIED

7. Board Professional Development/Education – AODA Reminder

B. Hutchinson reminded all board members to complete their AODA training and provide certificate to C. Bergstrom via print or email.

8. New Business

8.1 Committee review mandates and membership for this next year - B. Hutchinson discussed that the Board should be reviewing the committee structure for standing and ad-hoc committees. Members were asked to consider their interests and ability to contribute to various committees. With the reduction in board members during the last appointment period it means board members are required to take on more committee duties to ensure everything is getting done. Board members can reach out directly to B. Hutchinson with their interests. C. Bergstrom to check with the Clerk at the Town and OLS to see if there are any restrictions on Councillor participation on board committees and report back.

The Board discussed the possibility of a future Library foundation. The Board cannot create or run a foundation but is able to support such a group. J. Wolochatiuk offered to do some research into Library foundations.

8.2 OLS Rep - C. Robinson noted that the next OLS board meeting was coming up in early November. She requested that if there were any questions, issues or topics that members would like brought up, please let her know. C. Bergstrom noted that all members are welcome to attend, but only C. Robinson can vote as our elected representative. C. Bergstrom and C. Robinson to work together to create a report to bring forward about the new facility.

8.3 Report formats

Motion to modify the approved agenda.

Moved by: D. Smith

Seconded: A. King

CARRIED

The Board discussed how reports should be addressed and/or separated when related to confidential information, including the wording of motions. It was determined that it would be best deferred to the Policy Committee to research and provide recommendations for Board approval.

Motion to have the Policy Committee review processes for reports, confidential information and motion wording, and report back to the Board.

Moved by: D. Smith

Seconded: B. Hutchinson

CARRIED

9. Business arising – none

10. Library Expansion & Fundraising Update: C. Bergstrom provided an update on the status of the construction of the Coulson Family Bracebridge Library, noting concerns related to the schedule of tech installations with District IT. There were also a few major hurdles to cross with construction to allow the Library to safely open, however C. Bergstrom noted that Aquicon was working hard to address those major items as quickly as they could.

11. Correspondence - none

12. CEO Report – C. Bergstrom reviewed the previously supplied CEO report. There were no questions from the Board about the report.

13. Board Workplan Update - A. King asked that committees send updates to her. Email committees to her for updating.

14. Financial Committee Report – The Board reviewed the final 2023 year-end financial statement, noting the year ended with a surplus.

14.1 Q2 Financial Statement. The Board reviewed the Q2 financial statement and the recommendation from the Financial Committee. There were no concerns about the Q2 2024 Financial Statement.

Motion to approve the Bracebridge Library 2024 Q2 Financial Statement

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

14.2 Pay Equity Review – The Board discussed the final results of the Pay Equity review provided by the consultant and the resulting pay grid.

Motion to approve the report provided by ML Consulting in relation to the Library 2024 Pay Equity & Market Analysis.

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

14.3 Part-time Benefits. The Board discussed the summary report provided by the benefits coordinator. Noting that Library CEO worked with the Town Finance Department and HR Department in multiple meetings with the consultant in the creation of the options. The Board noted that with a tight budget year looming it was still important to take care of the Library staff. The implementation of a health care spending account is a great step into providing some form of benefits for part-time permanent staff, who have passed their probationary period, and work 28 hours per week, while still maintaining fiscal responsibility.

Motion to approve the implementation of a health care spending account for PT Library staff, in the value of \$1000 per year, per PT employee in positions working 28 hours per week, in the 2025 budget year, if approved.

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

14.4 Bookmobile – The Board discussed the feasibility of adding bookmobile services to the Library during the 2025 budget year. With the unknown costs of maintaining a vehicle and insurance and with the understanding of the tight budget year ahead, the

Board decided it would be best to defer the possible creation of bookmobile services to the 2026 budget year for reconsideration.

Motion to defer book mobile operations to the 2026 budget year

MOVED By: D. Smith

Seconded by: C. Robinson

CARRIED

14.5 Draft 2025 Library Budget. The Board discussed the pending 2025 budget. It was noted that due to various pressures including the opening of the Muskoka Lumber Community Centre and the related costs of operating the Library in the new Coulson Family Bracebridge Library. C.Bergstrom acknowledged these budget pressures and offered a selection of changes to the draft 2025 budget that would decrease the original proposed budget by \$81,500.

Motion to approve the Bracebridge Library amended Draft 2025 budget

Moved by: A. King

Seconded by: L Boucher

CARRIED

15. Policy Committee Report - none

16. 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 and act on the decisions made during closed session.

Moved by: B. Hutchinson

Seconded by: J. Wolochatiuk

CARRIED

17. Date of next meeting – Tuesday, October 8th @ 7pm – Bracebridge Library, Lyle & Margaret Cathcart Boardroom

18. Adjournment 9:20pm