



Bergstrom will provide the agenda in pdf format on the website, in advance of coming board meetings. J. Wolochatiuk inquired if Board minutes were public. C. Bergstrom stated that Board meeting minutes are added to the Library website after they are approved by the Library Board.

***Motion to approve the consent agenda.***

***Moved by: D. Smith***

***Seconded by: A. King***

***CARRIED***

7. Board Professional Development/Education - M. Reisler – Staff presentation

M. Reisler provided an introduction to himself, his work history and his work with the Bracebridge Library as the Marketing & Communications Coordinator.

L. Boucher inquired about the possibility of including some patron profiles on the website or social media, if patrons agree, to showcase the wide array of people who utilize the Library.

M. Reisler explained how he has started a similar project with staff and a display of “Staff Picks” and staff blog posts. This could be expanded to include patrons as well.

8. New Business

a. CEO Evaluation Committee Progress Report

J. Wolochatiuk provided an update on the CEO Evaluation Committee’s progress, noting that the evaluation process began in December 2024. She explained that one factor contributing to the timeline was the committee’s learning curve with the SurveyMonkey platform and ensuring the surveys were properly implemented. The committee acknowledged that annual performance evaluations are a requirement but have not consistently been completed on schedule. The committee expressed appreciation to A. King for taking the lead in managing the SurveyMonkey process.

B. Hutchinson requested clarification on the estimated timeline for completion and the next steps. J. Wolochatiuk responded that the committee had originally anticipated completing the process by this time. The committee's next meeting is scheduled for April 16, 2025. When asked whether survey responses had been collected, the committee confirmed that data collection is complete.

L. Boucher asked whether the full Board would receive the evaluation report prior to it being shared with the CEO, citing this as standard protocol. The committee indicated that a detailed report would be shared directly with C. Bergstrom in a meeting with the committee, and that a summary report would later be presented to the full Board. B. Hutchison and L. Boucher raised concerns with this approach, emphasizing that the full Board should review and approve the evaluation report before it is shared with the CEO. C. Bergstrom confirmed that this two-meeting process—first with the Board, then with the CEO—is consistent with her experience in other reviews.

D. Smith advised that in other municipal settings, such as the Town and District, the evaluation is typically handled as a confidential human resources matter between the Mayor or Chair and their respective CAOs.

The Board agreed to review the relevant policies (GOV-12) to confirm appropriate procedures are being followed. The committee was asked to forward minutes of previous meetings to the Board Chair.

9. Business arising

- a. Strat Plan Working Group – Branded revision included for Board final review
- B. Hutchinson thanked the Working group and full board for their review. She noted that the fully branded and designed version of the updated Strategic Plan was completed and ready for distribution, with Board approval.

***Motion to approve and distribute the updated Strategic Plan.***

***Moved by: J. Wolochatiuk***

***Seconded by: D. Smith***

***CARRIED***

10. Library Deficiencies Update

C. Bergstrom provided an update on the ongoing work to address the extensive deficiency list associated with the new library facility. She also noted that, given the number and severity of the issues identified, a request has been made for a comprehensive review of the building.

B. Hutchinson asked that the recurring snow drift on the roof be formally documented, acknowledging that the roof's exposure and design make this an ongoing issue the Library and the Town will need to manage annually. C. Bergstrom expressed appreciation to Town staff, particularly W. Crowe and new Director of Recreation, R. Cox, for their continued support in addressing the list of deficiencies.

11. Correspondence – none

12. CEO Report

C. Bergstrom spoke to the previously distributed CEO Report, highlighting the positive trends reflected in the year-over-year statistics. Since the opening of the new facility, the Library has experienced growth across all areas, including in-person visits, program offerings and attendance, circulation, and online engagement. She expressed gratitude to staff for their continued dedication, emphasizing how well the team has adapted despite ongoing challenges related to capacity and workload.

B. Hutchinson commented that the Library is not only experiencing steady growth but exponential growth. While this is encouraging, she noted that such a rate of expansion may eventually become unsustainable without appropriate resources and structural support.

C. Bergstrom also shared a selection of positive comments and kudos presented at the most recent staff meeting.

13. Financial Committee Report

- a. Proposed Organizational Chart

The Board discussed the proposed organizational chart that has been in discussion for several months.



Boucher added that other Town-operated facilities do not require a cooling-off period for exclusions.

J. Wolochatiuk inquired about the delegation of authority in the event that the CEO is absent during a situation requiring exclusion. C. Bergstrom explained that, in such cases, a member of the Library's management team would act in her place, in accordance with operational needs and established protocols.

J. Wolochatiuk asked whether information about the appeals process would be included in future exclusion notices. C. Bergstrom confirmed that it would be, and further explained that the full appeals process is outlined in the Library's OP-11: Patron Code of Conduct policy. This policy will be publicly posted, readily accessible to all members of the public, and provided directly to any patron who receives an exclusion notice to ensure full transparency.

J. Wolochatiuk inquired as to why the specific timeframe of 15 business days for an appeal had been chosen. C. Bergstrom clarified that the timeline was designed to ensure accountability and to facilitate timely resolution for all parties involved, including the patron, the CEO, and the Library Board. J. Wolochatiuk noted that she felt the 15-business-day period was a generous and reasonable timeframe.

***Motion to approve the updated policy OP-11: Library Patron Code of Conduct***  
***Moved by: L. Boucher                      Seconded by: A. King                      CARRIED***

15. Date of next meeting – April 8, 2025 @ 1pm

16. Adjournment 2:41pm