

BRACEBRIDGE LIBRARY BOARD MEETING

Date: Tuesday, May 13, 2025 @ 1:00pm

Location: Coulson Family Bracebridge Library in the Lyle and 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, J. Wolochatiuk, D. Smith, A. King, L. Boucher, C. Robinson

C. Bergstrom (CEO)

Regrets: B. Glass

1. Call to order by the Chair, B. Hutchinson, at 1:00pm

2. Land Acknowledgement – C. Bergstrom

“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 BM-2025-05-01 to approve the May 13, 2025, agenda.

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

CARRIED

B. Hutchinson shared a meeting introduction to the entire Board. J. Wolochatiuk expressed her thanks at the intro and suggested it be included as an appendix to the meeting minutes.

J. Wolochatiuk announced that she was relocating to the West Coast and would be resigning from her position on the Board. The Board and CEO thanked her for her many contributions to the Library, Board and community over the years and wished her well on her next chapter.

4. Guests & Delegations – None

5. Consent agenda

- a. Approval of the Minutes of the March 25, 2025, Meeting, as amended
- b. Approval of the Minutes of the April 8, 2025, Meeting
- c. Ad hoc/Standing Committee Reports - none
- d. Board Chair Report - none
- e. OLS Trustee Report – none

Motion BM-2025-05-02 that the Items identified as Consent Items on the May 13, 2025, Bracebridge Library Board Meeting Agenda, be adopted.

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

CARRIED

- 6. Board Professional Development/Education –
Reminder to complete AODA & Reconciliation Training online

B. Hutchinson reminded all Board members about their requirement to complete and submit their AODA and Reconciliation training certificates to the CEO & Chief Librarian.

- 7. New Business - none

- 8. Business arising

8.1 CEO Review Committee Update.

J. Wolochatiuk provided an overview of the CEO review process, including timelines and recommendations. She noted that delays were due to committee membership changes and the development of a comprehensive 360-degree review framework. She also advised that 360-degree reviews should not be conducted annually and may be outsourced in the future.

B. Hutchinson recommended adjusting the annual review timeline to May or June to better align with the CEO’s start date and avoid conflicts with the holiday season. D. Smith and J. Wolochatiuk supported this adjustment, which would also accommodate year-end financials.

The Board discussed the potential value of informal quarterly or semi-annual check-ins to support the annual review process. There was general agreement that such check-ins should remain informal. L. Boucher expressed opposition, preferring that issues be addressed as they arise. B. Hutchinson noted that the modified CEO report already provides regular performance updates linked to strategic goals.

B. Hutchinson further acknowledged that previous annual reviews had not been conducted consistently, emphasizing that completing the review process is the Board’s responsibility and commending the CEO for exceeding expectations.

The Board discussed confidentiality considerations regarding the CEO review report. It was agreed that care should be taken in determining what information is shared publicly, given the confidential nature of performance evaluations.

The Board also considered the suggestion of including a statement that “the Board has no concerns.” It was agreed that such a statement could be problematic and would not be included.

J. Wolochatiuk will prepare an amended copy of the review document incorporating Board feedback.

Motion BM-2025-05-03 to move into closed session due to personal matters about an identifiable individual.

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

Motion BM-2025-05-04 to rise from closed session.

Moved by: D. Smith Seconded by: A. King CARRIED

Action Item: a secure process for the confidential storage of Board files be established, with the Library Board Chair responsible for coordinating and implementing this process.

9. Library Deficiencies Update

C. Bergstrom provided an update on efforts to address outstanding building deficiencies. While progress is being made, several issues remain, with the leaking roof and related bathroom closures identified as the most significant concern. No timeline for resolution has been provided by the contractor/project manager. C. Bergstrom noted that this ongoing issue will impact the Library's accreditation timeline.

10. Correspondence – none

11. CEO Report – attached

L. Boucher inquired whether data on children's library use could be extrapolated from visitor numbers. C. Bergstrom explained that while gate counts and children's program statistics are available, individual visit data by age is not captured.

D. Smith expressed appreciation for the CEO Report and the staffing report co-authored by P. Judson and C. Bergstrom. He noted that he regularly reports to Council on Library activities and asked whether the Board preferred these updates to be provided formally or on an as-needed basis.

B. Hutchinson acknowledged D. Smith's efforts to elevate Library topics at Council and noted appreciation for the public recognition of C. Bergstrom's leadership. D. Smith confirmed he would continue to share informal updates unless otherwise directed and would raise any issues as needed.

B. Hutchinson reiterated that operational concerns should be brought directly to the CEO, who will determine whether and how they should be addressed by the Board.

A. King noted that receiving regular information helps Board members stay connected to Library activities. B. Hutchinson suggested that D. Smith's Council updates could be included in future Board meeting packages.

Action Item: An agenda item will be added to allow the Council representative to provide regular updates to the Board.

B. Hutchinson also highlighted the accreditation summary included in the CEO Report and commended the progress made toward accreditation readiness. A. King expressed appreciation for the clear alignment between the CEO Report and the Library's strategic plan.

12. Board Workplan Report

C. Robinson reported that she and L. Boucher met to review the committee's direction and will circulate an updated spreadsheet for Board feedback.

D. Smith suggested removing the term “political issues” from the draft to avoid confusion with broader political advocacy. The Board agreed, with L. Boucher clarifying the intended focus is on library-related advocacy only.

B. Hutchinson advised caution around topics such as book banning and stressed that programming and service decisions remain staff responsibilities.

The Board discussed the need for a term of reference to clarify the committee’s role. C. Bergstrom will gather examples from other libraries for review.

- 13. Financial Committee Report – attached
 - 13.1 2024 Q4 Financial Statement Approval

Motion BM-2025-05-05 to approve the Bracebridge Library 2024 Q4 Financial Statement.
Moved by: D. Smith Seconded by: J. Wolochatiuk CARRIED

- 13.2 2025 Q1 Financial Statement Approval

Motion BM-2025-05-06 to approve the Bracebridge Library 2025 Q1 Financial Statement.
Moved by: A. King Seconded by: C. Robinson CARRIED

- 14. Policy Committee Report – attached

- a. *OP-14: Internet & Technology Services*

Motion BM-2025-05-07 to approve the updated policy OP-14: Internet & Technology Services
Moved by: J. Wolochatiuk Seconded by: R. Robinson CARRIED

- b. *OP-15: Community Information and Display Space*

Motion BM-2025-05-08 to approve the updated policy OP-15: Community Information & Display Space
Moved by: J. Wolochatiuk Seconded by: A. King CARRIED

- c. *OP-30: Records Retention*

Motion BM-2025-05-09 to approve the updated policy OP-30: Records Retention, as amended.
Moved by: D. Smith Seconded by: C. Robinson CARRIED

- 15. Date of next meeting – June 10, 2025 @ 1pm
- 16. Adjournment: 2:49pm