

**Minutes of the Wasaga Beach Public Library Board  
March 19th, 2018**

**ATTENDANCE:** Sylvia Bray, Odette Chin Fook, Nancy Donnelly, Deborah Grant, David Gross, Lorraine Gruzuk, Jennette MacKenzie, Jody Mayhew, Rorry Cruikshank.

**REGRETS:** Rosanna Vryvogel

**STAFF:** Jackie Beaudin, Jeannette Hess, Alex Noble, Pam Pal.

**1) OPENING OF MEETING:**

**RESOLUTION #010-18**

**Moved by:** Jody Mayhew      **Seconded by:** Nancy Donnelly

**BE IT RESOLVED THAT** the regular meeting of the Wasaga Beach Public Library Board opens at 7:00 p.m.

**CARRIED**

• **Staff Report: OLA Conference Report - Jackie Beaudin, Alex Noble and Pam Pal.**

Alex Noble:

- Attending the OLA conference was a great experience, there were many excellent ideas and valuable resources.
- Grant writing and marketing for small libraries were two that provided useful information.
- Another session offered a number of diverse ways of offering programming, such as pop-up libraries.
- Branding for libraries had many interesting ideas about how to promote the library in the community.

Pam Pal:

- OLA is a wonderful opportunity to explore new ideas and get motivated.
- Attended a session about a community led library system.
- Great discussion with the Chair of the Markham Public Library Board.
- One session was led by a panel of Library Directors about their experiences with new builds, renovation and community partnerships.
- Virtual Reality as well as Augmented or Altered Reality are new trends in a number of libraries.

Jackie Beaudin:

- Leadership Landscape highlighted how much management levels at public library is expected to change over the next five years.
- First step for board is to determine what you are looking for in a new leader-specific skill competencies include: field specific knowledge, awareness of library trends, analytical and creative thinking, core values and beliefs.
- Specific core leadership competencies include: planning, fundraising, board relations, financial management, public relations and human relations.
- Kitchener Public Library offered an excellent presentation on the value of library outreach into the community.

- Go out to where the people are—outreach is about developing relationships; not pushing/promoting the library.
- Determine how the library can fit into the community; how can we help.

**1.1 DECLARATION OF PECUNIARY CONFLICT OF INTEREST:**

None.

**1.2 APPROVAL OF MINUTES:  
RESOLUTION #011-18**

**Moved by:** David Gross     **Seconded by:** Nancy Donnelly

**BE IT RESOLVED THAT** that the minutes of the **February 26, 2018** meeting be adopted as Circulated.

**CARRIED**

**1.3 ACTION ITEMS ARISING FROM THE MINUTES:**

- 5.1 (J. Beaudin compiled an Information Binder for the CEO Search Committee. This binder included Job Description, sample job postings, sample job descriptions and other relevant materials for the Committee)

**2) FINANCIAL REPORT:**

**2.1 APPROVAL OF PAYMENT OF ACCOUNTS:**

- D. Grant had two questions regarding the Cheque Register:
  - what does the amount of \$230,673 under Total Library Board refer to;
  - total for amount paid for Library Cheque Register does not add up to the total indicated on the document.

**ACTION ITEM: Jackie Beaudin will check with Cindy Moore to find out what this amount is for.**

**RESOLUTION #012-18**

**Moved by:** Nancy Donnelly

**Seconded by:** David Gross

**BE IT RESOLVED THAT** the regular meeting of the Wasaga Beach Public Library Board defer the approval of the Cheque, PAP and EFT Register as presented to the April 2018 Library Board meeting.

**CARRIED**

**2.2 STATEMENT OF OPERATIONS**

**2.3 BUSINESS ARISING FINANCIAL REPORT**

**3) REPORT FROM:**

**3.1 Board Chair**

- D. Grant mentioned that a number of library staff and board members were featured in several articles about community events and organizations.
- D. Grant and O. Chin Fook attended a meeting for the Town of Wasaga Beach Master Plan. There were many questions, concerns and discussions.

### **3.2 CEO**

- A second people counter has been installed by the boardroom entrance doors. This will allow us to record the number of library visitors who come to the library via that door.
- The Annual report has been completed and will be presented to Coordinated Committee for information.
- Attended Lion's Club public speaking competition to act as a judge.
- Will attend the Ontario Age-Friendly Communities Symposium in Toronto.
- The Salute to Seniors Cultural Tour trip to Come from Away had 192 people register; 27 names were randomly chosen and those people purchased their tickets for \$25 each for the performance.
- The full day Early On program continues to be a very popular program for young families in the community.
- The library participated in Snowman Mania on the Family day long weekend. Unfortunately the attendance for the movie we presented was very low. We will continue to participate in this event and have passed our concerns and thoughts about the event to organizers.
- The library has been working with the Welcome Centre to make an Immigration laptop available for newcomers who may have language barriers and need assistance to settle in the area.

### **4) FOLLOW UP BUSINESS:**

#### **4.1 Board Legacy Document meeting**

- The meeting is scheduled for Monday, April 9<sup>th</sup> from 4-7 pm. J. Beaudin will forward the documents.

#### **4.2) CEO Search Selection Committee Update**

- An initial meeting has taken place and a timeline has been set up.
- Monthly meetings are planned and a hire date of November 2018 has been established.

#### **4.3) Library/Community Hub Update**

- Discussed

#### **4.4) 2017 Annual Report (distributed)**

- Board members reviewed copies of the Annual Report.
- D. Grant complimented P.Pal of the design of the report.

### **5). NEW BUSINESS**

#### **5.1 2018 Film Festival Gala**

- The date for 2018 is July 7<sup>th</sup> to the 14<sup>th</sup>.
- The Gala dinner will be held at Wasaga Countrylife banquet hall.
- D. Grant will let board members know when tickets will be available.

#### **5.2 Library Tour - Orangeville**

- P. Pal has spoken with the CEO who expressed that there are several concerns with the layout and design of the library.
- Board members decided that it may be best to look for another library to tour.

**5.3 Needs Assessment**

- J. Beaudin presented information to the Board which outlined the requirements for a Needs Assessment.
- Board members discussed a variety of ways of presenting information to the community.

**6) COMMITTEE REPORTS:**

- No Committee Reports

**7) CORRESPONDENCE:**

- J. Beaudin received a card from Jody Delgado thanking her and the board for letting her attend the February Board meeting.
- D. Grant has been corresponding with Mark Crowe from Stonebridge Building Group to ensure that cheques will be made out to the Friends of the Library in the future rather than the library.

**8) Date of the next meeting:**

- Monday, April 16<sup>th</sup> , 2018 at 7 pm

**11) MEETING ADJOURNED:**

**RESOLUTION #013-18**

**Moved by:** Jennette MacKenzie **Seconded by:** Nancy Donnelly

**BE IT RESOLVED THAT** the regular meeting of the Wasaga Beach Public Library Board is adjourned at 9:10 pm.

**CARRIED**