

**Minutes of the Wasaga Beach Public Library Board  
April 30, 2018**

**ATTENDANCE:** Odette Chin Fook, Rorry Cruikshank, Nancy Donnelly,  
Deborah Grant, Jennette MacKenzie, Jody Mayhew,  
Rosanna Vryvogel.

**REGRETS:** Sylvia Bray, David Gross, Lorraine Gruzuk.

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

**1) OPENING OF MEETING:**

**RESOLUTION #014-18**

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

**BE IT RESOLVED THAT** the regular meeting of the Wasaga Beach Public Library Board opens at 7:05 p.m.

**CARRIED**

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

None.

**1.2 APPROVAL OF MINUTES:**

**RESOLUTION #015-18**

**Moved by:** Jody Mayhew      **Seconded by:** Rosanna Vryvogel

**BE IT RESOLVED THAT** that the minutes of the **March 19, 2018** meeting be adopted as AMENDED.

**CARRIED**

- 4.2 Should read *monthly* meetings.

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

- 5.1 The information binder has been passed on to the CEO Search Committee.
- 2.1 The amount was due to an error in entering numbers, it has been corrected and checks have been put in place.

**2) FINANCIAL REPORT:**

**2.1 APPROVAL OF PAYMENT OF ACCOUNTS:**

- The amount for February 1-28 has been corrected.
- The amount for safety inspection-electrical was questioned; this is for an inspection by a specialized electrician.
- The amount for janitorial supplies is currently over budget; this is due to the higher cost of industrial cleaning supplies as well as the purchase of 2 hand sanitizing stations.

**RESOLUTION #016-18**

**Moved by:** Rosanna Vryvogel

**Seconded by:** Nancy Donnelly

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

**CARRIED**

**2.2 STATEMENT OF OPERATIONS**

**2.3 BUSINESS ARISING FINANCIAL REPORT**

**3) REPORT FROM:**

**3.1 Board Chair**

- The board has a number of projects under way including the Board Legacy Document, the New Library and the CEO Search Selection.
- Thank you to all board members for their commitment.

**3.2 CEO**

- The job posting for Adult and Senior Services Coordinator has been completed and will close on May 11th; the position will begin in June.
- The Seniors Connect Through Creativity grant has been approved. There will be monthly workshops at the library led by artistic experts and four excursions to creative attractions outside of Wasaga Beach.
- The Canada Summer Student Grant has been approved and a student has been hired to assist with planning and facilitating programs for the summer.
- J. Beaudin will be on holiday May 7-18.
- The library participated in the Big Brothers, Big Sisters Bowl for Kids fundraiser, 5 staff volunteered and raised over \$400.
- A second Storybook Trail is under production thanks to a donation by Carol Bateman, a Rotary Club member. The donation is a memory of her sister.
- Programming for the Early ON satellite program continues to be popular with 252 attending in March.
- March break at the library was very busy. There were many programs offered throughout the week, the most popular were Lego Night with 80 in attendance and Zoo to You with 100.

**4) FOLLOW UP BUSINESS:**

**4.1 Board Legacy Document Update**

- J. Beaudin provided board members with a document from SOLS to use as a guide.
- The Board Legacy document will be an important starting point for future boards.
- It will provide them with details about timelines, as well as meeting structure.

**4.2) Library Needs Assessment**

- P. Pal spoke to the board about the importance of a needs assessment as a tool to gain input from the community.
- D. Grant commented that the timing, potential cost and quality of the end result is a concern.
- O. Chin Fook suggested waiting until after the Municipal election in the fall, to get a better snapshot about how voters are feeling.

- J. Mayhew was concerned that people may have fatigue about surveys and focus group and agreed that it may be wise to wait.
- Board members decided to revisit the topic after the election.
- J. Beaudin suggested that she and P. Pal investigate options for focus groups.

**ACTION ITEM: J. Beaudin and P.Pal will look into options for focus groups for later in the year.**

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

- J. Beaudin has provided a job description which was in need of updates, she has revised it and the committee has reviewed it and updated it as well.
- Human Resource Coordinator D. Henry has met with the committee and has reviewed and updated the job description as well.
- Communications Officer Mike Gennings will be creating a job posting once the job description is complete.
- The next step will be to develop a list of interview questions, using resources from SOLS and Town Hall.

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

- The Town has organized a Community Hub working group made up of Town staff, key stakeholders including representatives from Minor Hockey and the Library Board.
- A consultant has been hired to work on totals costs, parking space required, acreage, and what building style is recommended.
- This information will be shared with the board.
- There is a steering committee meeting on May 10<sup>th</sup>.
- P. Pal encouraged board members to speak up to ensure they are listened to as the design process moves forward.

#### **4.5) 2017 Annual Report Handouts (distributed)**

- This document highlights many areas of library use and impact in our community.
- J. Beaudin asked board members to pass these out to any groups or organizations that they are involved with.

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

#### **5.1 Staffing – Adult and Senior Services Coordinator**

- J. Beaudin shared the job posting with the board.

#### **5.2 Provincial Funding for Libraries (distributed)**

- A letter from the Springwater Public Library was sent to council for review, asking council to support their effort to ask the provincial Government to increase funding for Ontario libraries, including First Nations libraries.
- The request is to increase the funding from 33 million to 50 million plus additional funding for development of the Ontario Digital Library.
- The board was asked for a motion of support, which they agreed to give.

**RESOLUTION #017-18**

**Moved by:** Jody Mayhew

**Seconded by:** Nancy Donnelly

**BE IT RESOLVED THAT** the Wasaga Beach Library Board request Wasaga Beach Town Council to support increasing the annual base funding for all public and First Nations libraries and dedicate funds for a digital library as outlined in the resolution from Springwater Township, from the province of Ontario.

**CARRIED**

**5.3 Updated Compensation Review (distributed)**

- J. Beaudin discussed the updated wage review, which is based on the increase to the minimum wage.

**5.4 SOLS Trustee Council Meeting (J.Mayhew)**

- The discussion included the average length of term for the Chair and Vice Chair, which is from 2 to 4 years. A longer term was recommended.
- Electronic attendance at board meetings via Skype and Facetime allow for concerns with bad weather, illness, snowbirds and other issues which may impede attendance.
- Updates and information about new resources were shared with the board.

**ACTION ITEM: J. Beaudin will check with Andrea Fay about the option of using electronic attendance for board members.**

**5.5 Library and Political Elections Policy (distributed)**

- There is a change in the Municipal Elections Act which requires library boards to either write or adopt an election policy.

**RESOLUTION #018-18**

**Moved by:** Rosanna Vryvogel

**Seconded by:** Rorry Cruikshank

**BE IT RESOLVED THAT** the Wasaga Beach Library Board accepts the Library and Political Elections Policy as presented.

**CARRIED**

**5.6 Cleaning Contract Update**

- J. Beaudin advised the board that the cleaning contract has been signed for the coming year.

**5.7 Marlwood Golf Course Fundraising Proposal**

- J. Beaudin and P. Pal recently completed a successful presentation for Impact, a group of community members supporting positive change in Wasaga Beach.
- Councilor Joe Belanger has been in contact with the Smardenka family who would like to organize a golf tournament to raise funds for the new library.
- D. Grant commented it would be ideal if this group could connect with the Friends of the Library.
- J. Beaudin suggested the board put together a statement which will address fundraising ideas that are put forth.

**ACTION ITEM: J. Beaudin and P. Pal will work on creating a document that addresses this need.**

### 5.8 Staff Correspondence (distributed) In Camera

**RESOLUTION #019-18**

**Moved by:** Nancy Donnelly

**Seconded by:** Odette Chin Fook

**BE IT RESOLVED THAT** the Wasaga Beach Library Board move into “in camera” for a personnel issue related an identifiable staff person.

**CARRIED**

**RESOLUTION #020-18**

**Moved by:** Jody Mayhew

**Seconded by:** Nancy Donnelly

**BE IT RESOLVED THAT** the Wasaga Beach Library Board move out of “in camera” session.

**CARRIED**

**RESOLUTION #021-18**

**Moved by:** Rosanna Vryvogel

**Seconded by:** Jennette MacKenzie

**BE IT RESOLVED THAT** the Wasaga Beach Library Board accepts the resignation letter of the Wasaga Beach Public Library CEO Jackie Beaudin as presented.

**CARRIED**

**6) COMMITTEE REPORTS:**

- Strategic Plan meeting scheduled for May 1<sup>st</sup>.

**7) CORRESPONDENCE:**

- A card was received from an adult E3 group home resident who wanted to let everyone know how much she loved the library.
- A letter of concern for the archived material at local newspapers was received. The concern is that the archived history will be lost now that many local newspapers have been closed. A response from TorStar indicated that they intend to salvage this information.
- A certificate of appreciation was received from the CRA for the Volunteer Tax Program that was held at the library.
- A certificate of appreciation was received from the Georgian Good Food Box.
- A letter was received announcing that D. Grant has been appointed to the Community Hub Steering Committee.

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

- Monday, May 28th , 2018 at 7 pm

**9) MEETING ADJOURNED:**

**RESOLUTION #022-18**

**Moved by:** Rosanna Vryvogel

**Seconded by:** Jody Mayhew

**BE IT RESOLVED THAT** the regular meeting of the Wasaga Beach Public Library Board is adjourned at 9:35 pm.

**CARRIED**

