

**Minutes of the Wasaga Beach Public Library Board
October 15th, 2018**

ATTENDANCE: Sylvia Bray, Odette Chin Fook, Rorry Cruikshank, Nancy Donnelly, Deborah Grant, David Gross, Lorraine Gruzuk, Jody Mayhew, Rosanna Vryvogel

REGRETS: Jennette MacKenzie

STAFF: Jackie Beaudin, Jeannette Hess, Pamela Pal

1. OPENING OF MEETING:

RESOLUTION #041-18

Moved by: Rosanna Vryvogel **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

1.1 DECLARATION OF PECUNIARY CONFLICT OF INTEREST:

1.2 APPROVAL OF MINUTES:

RESOLUTION #042-18

Moved by: Nancy Donnelly **Seconded by:** Rosanna Vryvogel

BE IT RESOLVED THAT that the minutes of the **September 17, 2018** meeting be adopted as CIRCULATED

CARRIED

1.3 ACTION ITEMS ARISING FROM THE MINUTES:

- 4.4 J. Beaudin sent out a request for volunteers to help out from 10-12 and 3-5.

2) FINANCIAL REPORT:

- D. Grant asked about the repair to fix the water leak outside of the building. Staff have had contractors look at the area of the leak but no one is able to confirm the cause. There is some concern that the leak is weakening the structure of the brick.
- Georgian Bay Reads expenses; all participating libraries contribute \$200 each towards this event.
- Expenses listed for the seniors events under Programs are covered by the Seniors Community Grant.
- New office chairs were purchased for library staff and some of the public computer stations to replace older chairs.

2.1 APPROVAL OF PAYMENT OF ACCOUNTS:

RESOLUTION #043-18

Moved by: Rosanna Vryvogel **Seconded by:** Sylvia Bray

BE IT RESOLVED THAT the Wasaga Beach Public Library Board approve the Cheque, PAP and EFT Register as presented for the month of September, 2018.

CARRIED

2.2 STATEMENT OF OPERATIONS

- D. Grant discussed the ongoing budget process.
- The new full time position expense line will be moved from the New Employee to Full Time wage line.
- Overtime hours for full time staff are actually time taken in lieu.
- The funds raised at the Golf Tournament will show in the Library Building Fund line as soon as the cheque is received and deposited.

2.3 BUSINESS ARISING FINANCIAL REPORT

3) REPORT FROM:

3.1 Board Chair

- The first annual Library Golf Tournament raised \$56,000, an excellent achievement for a one day event! The success of this event shows that there is a lot of community support behind the library.
- Tournament organizers have sent out thank you letters, board members agreed the letter should be approved by the board in the future.
- A half page Thank You ad will run in the Wasaga Sun.
- Library Board positions will be posted in the local newspaper soon, current positions will expire at the end of the year.
- D. Grant encouraged current board members to apply, the next 4 years will be a very busy and exciting time for the library.

3.2 CEO

- Remembrance Day events include a wreath laying ceremony on November 4th at the Cenotaph and the gathering at the library on November 11th starting at 10:30 am.
- S. Bray mentioned the Veteran's dinner that is being organized by the Legion on November 11th at the RecPlex. The library has tickets available, Veterans and spouses or caregivers are free, additional tickets are available for \$25 each.
- J. Beaudin asked board members to update the board contact sheet.
- The 10th Annual Georgian Bay Reads is happening at Meaford Hall on Saturday, October 20th at 7 pm. J. Beaudin invited board members to join others taking the bus. Tickets are available at the library for \$10.00
- The Library had a team in the Golf Tournament, J. Beaudin, P. Pal. A. Noble and Chris Roos (Director of Recreation, Events and Facilities).

4) FOLLOW UP BUSINESS:

4.1 Library/Community Hub Update

- P. Pal and D. Grant attended the preliminary site plan presentation.
- Board members looked at the site plan and discussed the location chosen for the library as well as access to parking.
- A letter will be drafted to address concerns raised by the board.

4.2) CEO Search Selection Committee Update

- D. Grant announced that P. Pal will succeed J. Beaudin as CEO of the library when she retires at the end of November.
- Congratulations were extended by the board.

4.3) Golf Tournament Fundraiser Update

- The golf tournament was a great success, the cheque should arrive shortly.
- Board members discussed the best way to thank all of the many sponsors, volunteers and participants.
- A Thank You ad will be submitted to the Wasaga Sun and also posted to the library social media accounts.
- A poster will also be displayed at the library.

4.4) Board Legacy Document

- O. Chin Fook commented that the legacy document is a very valuable tool for new board members to assist them in understanding their role.
- D. Grant suggested the CEO interview questions be added to the document.
- A few final changes and additions are required before the document is complete.

4.6 Board Minute taking

- B. Pampalone will begin taking minutes at board meetings as of November.

5). NEW BUSINESS

5.1 Budget 2019

- The budget committee will meet once more before presenting the final draft.

5.2 Board Christmas Social

- The board will gather at Catch 22 on December 6th at 6:00pm for the annual Christmas social.

5.3 Staff Parking Proposal

- D. Grant suggested the board approach the town to ask if library staff can park at Town Hall to allow for more parking for visitors to the library.
- J. Mayhew recommended that two library parking spaces be reserved for the CEO and library staff.
- Board members discussed safety concerns for library staff working in the evening, there are always two staff scheduled until closing.

5.4 Policy

- The library offers temporary memberships for residents who do not have identification showing a local mailing address.
- A form is mailed to the person, and they are able to check 3 items out. Once the postmarked envelope is returned to the library a permanent membership is issued.
- These were formerly known as 'Joe Public', the new name will be 'Resident Memberships' to better fill a gap in customer service at the library.

RESOLUTION #044-18

Moved by: Nancy Donnelly

Seconded by: Rosanna Vryvogel

BE IT RESOLVED THAT the Wasaga Beach Public Library Board accept the revised Circulation Membership policy, revised October 15, 2018.

CARRIED

5.5 Public Services Coordinator position

- P. Pal has reviewed this position, some changes have been made to the function and scope of this role.
- The position includes promotions and public relations as well as staff development and training, creating promotional material and social media.
- The Personnel Committee will meet on October 22nd at 4 pm to discuss this further.

6) COMMITTEE REPORTS:

7) CORRESPONDENCE:

8) Date of the next meeting:

- Monday, November 19th, 2018 at 5 pm

**9) MEETING ADJOURNED:
RESOLUTION #045-18**

Moved by: Sylvia Bray **Seconded by:** Odette Chin Fook

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board is adjourned at 9:34 pm.

CARRIED