

**Minutes of the Wasaga Beach Public Library Board
September 17, 2018**

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

REGRETS:

STAFF: Jackie Beaudin, Jeannette Hess

1. OPENING OF MEETING:

- **Guest Introduction: Jocelyn Lee, Treasurer, Town of Wasaga Beach**
- Jocelyn Lee distributed a document to board members which outlines Reserve Funds, how they are collected and how they may be accessed.
- DC Obligatory Reserve Funds are funded through development charges, which are collected every time a new home is built in Wasaga Beach. These funds can be used for new infrastructure; such as a new library; that is required to serve a larger population.
- General Reserve Funds are accrued from surplus and are intended to be used by the library when unforeseen circumstances arise.
- The Discretionary Reserve Fund is created when the Board/Town feels there will be a need for funds to use towards a new library, for architectural drawings, etc.
- The Library Board is responsible for the management of the Library Reserve and Library Reserve Funds. Section 24 of the Public Libraries Act specifies that funds must be requested through the budget process and approved by Council.

RESOLUTION #037-18

Moved by: Lorraine Gruzuk **Seconded by:** Jody Mayhew

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:
PECUNIARY CONFLICT OF INTEREST:**

Baked goods for meeting.

Re/ July cheque register #22948 in the amount of \$27.80

Sylvia Bray

1.2 APPROVAL OF MINUTES:

RESOLUTION #038-18

Moved by: Sylvia Bray **Seconded by:** Nancy Donnelly

BE IT RESOLVED THAT that the minutes of the **July 16, 2018** meeting be adopted as CIRCULATED

CARRIED

1.3 ACTION ITEMS ARISING FROM THE MINUTES:

2) **FINANCIAL REPORT:**

2.1 **APPROVAL OF PAYMENT OF ACCOUNTS:**

RESOLUTION #039-18

Moved by: Nancy Donnelly

Seconded by: Jody Mayhew

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

CARRIED

2.2 **STATEMENT OF OPERATIONS**

2.3 **BUSINESS ARISING FINANCIAL REPORT**

- L. Gruzuk asked about the line for Overtime Wages. J. Beaudin offered to get more information from payroll regarding use of that line.
- Board members discussed the upcoming Golf Tournament and wondered where the funds would be allocated. J. Beaudin confirmed that the Library Fundraising line would be used to track this.

3) **REPORT FROM:**

3.1 **Board Chair**

- Board members have been busy working on various committees as well as Blues Fest this past weekend.
- The Blues Fest marketplace was not very busy this year, there were fewer vendors.
- We are very thankful for all of the wonderful volunteers that helped out this weekend.

3.2 **CEO**

- The Friends of the Library have provided funding for several new initiatives at the library:
 - Active Minds kits for people with dementia and their caregivers.
 - A wheelchair to support accessibility at the library.
 - Chair Yoga sessions are being offered free of charge in October.
 - Winter kits to check out, including a snowman kit, winter games, telescopes, knitting and a ukulele.
- The Friends of the Library helped out at the 2nd Annual Mini Con.
- We have submitted an application for an Ontario Public Library Service Award. Focusing on our initiatives and programs designed to meet the needs of seniors in the community.
- Town CAO George Vadeboncoeur retired in August. New CAO Gerry Marshall has started and has set up meetings with all department heads.
- There is a water leak with some visible damage outside the building, the source of the problem is still being investigated.
- The exterior of the library has been sprayed for spiders and windows have been cleaned.
- There was a small leak in the furnace room, which has been repaired.

- An application has been approved for the Rotary Club to purchase a large tent, tables and chairs and a storage unit for the library.
- The organizers of the Corvette Lottery Draw at the RecPlex are looking for volunteers and have invited Library Board members to attend.
- Manulife Financial has donated \$1000 towards the Library Golf Tournament

4) FOLLOW UP BUSINESS:

4.1 Library/Community Hub Update

- The next meeting is scheduled for the end of September.

4.2) CEO Search Selection Committee Update

- The hiring committee is moving forward with this.

4.3) Strategic Plan Update, August 2018

- The Strategic Plan will be revisited at the end of October and updates will be done 3 to 4 times a year.

4.4) Golf Tournament Fundraiser Update

- J. Beaudin passed out brochures to be used for the golf tournament. They contain a wide range of information about the library as well as a coupon for a free butter tart.
- Currently there are 124 golfers plus 45 people attending the dinner only.
- A Live Auction is planned which includes a Trip to Italy, a pair of Bikes, Designer Sunglasses, Art and more.
- There will be Door Prizes, including a basket of books donated by the library, more prizes along the golf course and displays of free books for anyone to take as they please.
- The library will run a putting game for golfers before the start of the tournament.

ACTION ITEM: J. Beaudin will send out a request for volunteers to help out from 10-12 and 3-5.

4.5) Blues Fest

- Discussed in 3.1

4.60 Board Legacy Document Update

- Deferred to October.

5). NEW BUSINESS

5.1 Council Candidate information session (D. Grant)

- D. Grant told the board response from the Town and CAO to this proposed event has not been favorable.
- The board will not proceed with this opportunity because there are concerns about people having a political agenda.
- J. MacKenzie suggested preparing a 'library question' for candidates at the next public meeting.

5.2 FAQ new Library Info.

- A document has been prepared to answer frequently asked questions.
- Board members will be given copies to pass out as required.
- A few changes and additions were suggested upon review of the document.

5.3 Budget 2019 (Distributed)

- The first budget meeting will be scheduled by the end of September.
- Timelines are set but changes may happen between now and when the budget will be passed in March of 2019.

5.4 Board Minute Taking

- J.Hess has requested that J. Beaudin find a replacement for the duties of minute taking at library board meetings.
- Board members agreed and will defer any next steps until after a new CEO is in place.
- J. Beaudin will check to see if any other library staff would be interested in taking this on.

6) COMMITTEE REPORTS:

7) CORRESPONDENCE:

8) Date of the next meeting:

- Monday, October 15th , 2018 at 7 pm

9) MEETING ADJOURNED:

RESOLUTION #040-18

Moved by: Jody Mayhew **Seconded by:** Lorraine Gruzuk

BE IT RESOLVED THAT the regular meeting of the Wasaga Beach Public Library Board is adjourned at 9:00 pm.

CARRIED