

## SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

REVISED: February 23, 2016

Date: January 19, 2016

Present:        Members: C. Airlie, J. Baum, S. Forbes, J. Klein, L. Martin, and D. Squires  
CEO/Chief Librarian: Gwen (Wendy) MacDonald  
Assistant/Children's Librarian: Mike Laverty

Regrets:        Members: M. McCarl.

Meeting Chaired by: J. Klein and called to order at 5:35p.m.

### **Motion #01-16**

Moved by D. Squires, seconded by L. Martin that the agenda of the January 19, 2016 meeting be approved.

CARRIED.

Conflict of interest: None

### **Motion #02-16**

Moved by L. Martin, seconded by D. Squires that the minutes of the December 15, 2015 meeting be approved as presented.

CARRIED.

J. Baum (arrived at 5:37p.m.) (January 19/16 meeting)

### **BUSINESS ARISING FROM THE MINUTES:**

1. The board directed library staff to remove item 9 (Committee reports and business arising) from the next agenda and to only include this item on a quarterly basis as each committee will take turns presenting a report (beginning with the March 2016 meeting).

### **CORRESPONDENCE:**

The correspondence was received.

### **BUSINESS ARISING FROM CORRESPONDENCE:**

1. Staff were directed to contact the individual who submitted the positive letter to request permission to use the comments as testimonials in upcoming reports/plans.

### **FINANCIAL REPORT:**

The Statement of Disbursements for the month of December 2015 was reviewed.

**Motion #03-16**

Moved by S. Forbes, seconded by L. Martin that the Statement of Disbursements for the month of December 2015, in the amount of \$29,056.70, be approved.

CARRIED.

**BUSINESS ARISING FROM FINANCIAL REPORTS:**

No actions required.

**COMMITTEE REPORTS:**

1. **Policy/Planning Committee**

No report.

2. **Finance/Personnel Committee**

No report.

3. **Fundraising/Advocacy Committee**

The board directed Assistant/Children's Librarian, M. Lavery, to contact the Municipality of Sioux Lookout to arrange a meeting regarding setting up a floor plan for the basement.

**CHIEF LIBRARIAN'S REPORT:**

The Librarian's report was received.

**BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:**

No actions required.

**OLD BUSINESS:**

1. Training webinars – J. Klein presented her summary of two webinars which she had viewed. The board directed Assistant/Children's Librarian, M. Lavery, to contact the CEO of Terrace Bay Public Library to inquire about the process described in the 'Evaluating Your Board's Success' webinar.
2. It was suggested that each committee be responsible for presenting a webinar or training item once a year, ideally on a month when the quarterly committee reports are not being presented.

**NEW BUSINESS:**

1. The board reviewed the Sioux Lookout Public Library's 2015 Annual Report.

**Motion #04-16**

Moved by D. Squires, seconded by S. Forbes that the Sioux Lookout Public Library accepts the Sioux Lookout Public Library's 2015 Annual Report, as amended.

CARRIED.

**CIRCULATION REPORTS/CMR STATS**

Circulation and Internet use statistics were distributed and reviewed

The next meeting of the board will be on Tuesday, February 23, 2016 at 5:30 p.m.

**Motion #05-16**

Moved by S. Forbes, seconded by C. Airlie that we do now adjourn at 6:46 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

*Signed copy on file.*