

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

Approved: February 28, 2017

Date: Tuesday, January 24, 2017

Present: Members: J. Baum, S. Forbes, J. Klein, R. Labossiere, M. McCarl, L. Martin and A. Saltel
CEO/Chief Librarian: G. MacDonald
Assistant/Children's Librarian: M. Laverty

Meeting Chaired by: J. Klein and called to order at 5:31 p.m.

Motion #01-17

Moved by L. Martin, seconded by A. Saltel that the agenda of the January 24, 2017 meeting be approved as revised.

CARRIED.

Conflict of interest: None

Motion #02-17

Moved by A. Saltel, seconded by L. Martin that the minutes of the December 20, 2016 meeting be approved as presented.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

1. The CEO was directed, when possible and applicable, to provide more information on motions.

Board member M. McCarl arrived at 5:35 p.m.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

1. J. Klein advised that she had received an email from A. Mitchell, CAO, Municipality of Sioux Lookout, requesting formal notice of the CEO/Chief Librarian retiring. Members directed the chair to forward, for council's use, a copy of the approved December 2016 minutes in which the resignation is noted.

Board member J. Baum arrived at 5:37 p.m.

FINANCIAL REPORT:

The Statement of Disbursements for the month of December 2016 was reviewed. Members were advised that there are still some outstanding items from 2016 that will be noted in the January and February 2017 financial reports.

Motion #03-17

Moved by S. Forbes, seconded by A. Saltel that the Statement of Disbursements for the month of December 2016, in the amount of \$21,026.95, be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Finance/Personnel Committee

Members reviewed the 2017 operational budget that had been revised to accommodate the \$14,048 shortfall resulting from council not approving the budget estimate submitted to them. The transfer from council for 2017 will be \$330,000, the same as in 2016.

Motion #04-17

Moved by R. Labossiere, seconded by S. Forbes that the Sioux Lookout Public Library Board approves the 2017 Operating Budget in the amount of \$372,224.

CARRIED.

There continues to be the concern with knowing exactly where the library fits in with council and their vision for the community. The Annual Report that is usually submitted to the board in January has been held back as staff are looking to present the report to council as part of a delegation with the hope that a dialogue to deal with this issue can be achieved. Members directed the CEO to look at the board being a delegation to council for their March 2017 meeting. S. Forbes suggested that the library also consider attending council's strategic planning session scheduled for March 17, 2017. The CEO was directed to send a letter to Mayor and the CAO requesting attendance at that meeting.

The Fundraising/Advocacy and Policy/Planning Committee were not asked to provide a report for this meeting.

CHIEF LIBRARIAN'S REPORT:

The Librarian's report was received.

BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:

1. The Policy/Planning Committee approved the CEO's request to send policies for review as they are ready rather than holding them and submitting them at one time.

OLD BUSINESS:

1. The CEO advised that she and the Assistant Librarian had met with the CAO on January 19th to review the MOU and that the version presented reflected, for the most part, that discussion.

Motion #05-17

Moved by S. Forbes, seconded by R. Labossiere that the Sioux Lookout Public Library Board approves Version 3 of the Memorandum of Understanding with the Municipality of Sioux Lookout.

CARRIED.

The CEO will advise the CAO that the Memorandum of Understanding is ready for signing.

- 2. Members agreed that board member A. Saltel can go in place of R. Labossiere as he is unable to attend the OLA Super Conference in Toronto.

NEW BUSINESS:

- 1. As required by board Policy A02, Article XI (2), a motion is necessary when establishing an ad hoc committee.

Motion #06-17

Moved by R. Labossiere, seconded by L. Martin that the Sioux Lookout Public Library Board will establish an ad hoc committee for the purpose of recommending a qualified replacement for the CEO/Chief Librarian to be brought to the board by the February 28, 2017 board meeting.

CARRIED.

CIRCULATION REPORTS/CMR STATS:

Circulation and Internet use statistics were distributed and reviewed. It was noted that numbers were down from the previous year however the library being closed an additional five (5) days this December to reflect the new hours was determined to be the reason for the drop.

The next meeting of the board will be Tuesday, February 28, 2017 at 5:30 p.m. in the Media Room of the library.

Motion #07-17

Moved by L. Martin, seconded by R. Labossiere that we do now adjourn at 7:08 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.