

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

REVISED and APPROVED – April 28, 2015

Date: March 24, 2015

Present: Members: C. Airlie, J. Baum, L. Christie-Jacobson, S. Forbes, J. Klein, L. Martin, and D. Squires
CEO/Chief Librarian: Gwen (Wendy) MacDonald
Guest: M. Lavery, Assistant/Children’s Librarian, Sioux Lookout Public Library

Regrets: Members: M. McCarl and B. McKinlay

Meeting Chaired by: J. Klein and called to order at 5:33 p.m.

Chair J. Klein welcomed M. Lavery and S. Forbes, council representative, to the meeting. As this was Mr. Forbes first meeting with the board members introduced themselves.

Motion #09-15

Moved by L. Martin, seconded by L. Christie-Jacobson that the agenda of the March 24, 2015 meeting be approved.

CARRIED.

Conflict of interest: None

Board member J. Baum arrived at 5:36 p.m.

Assistant/Children’s Librarian Mike Lavery gave a brief report on the presentation he made at the 2015 Ontario Library Association’s Super Conference, “Library Patrons as Open Source Maker Community”, shared a few of the key take-aways he felt most significant from sessions that he attended, and showed some of the library’s “how to tutorials” currently uploaded on the library’s YouTube page: www.Youtube.com/slpubliclibrary. It was good to see that his “open source” or “patron driven” philosophy is very much in line with the community-led library model that is being embraced by many in the industry as well as the highlighting of the importance of the library continuing to change and adapt to the needs of its users; that libraries need to ensure that they are creating a space that is welcoming to all. Members congratulated Mike on his presentation and thanked him for the work that he is doing.

Motion #10-15

Moved by D. Squires, seconded by L. Martin that the minutes of the February 3, 2015 meeting be approved as presented.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

1. Members discussed the suggested revisions to the fee/charges schedule that had been forwarded from staff and the board.

Motion #11-15

Moved by L. Christie-Jacobson, seconded by D. Squires that the Sioux Lookout Public Library Board approves the Schedule of Fees/Charges 2015 as reviewed.

CARRIED.

The new schedule will be used to determine priority of policy review and the CEO was directed to look into the suggestion of a donation in lieu of fines fee.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

No actions required.

FINANCIAL REPORT:

The Statement of Disbursements for the months of January and February 2015 were reviewed.

Motion #12-15

Moved by L. Christie-Jacobson, seconded by C. Airlie that the Statement of Disbursements for the months of January 2015 and February 2015, in the amount of \$79,778.21, be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Policy/Planning Committee

Governance policy #A06 – Recognition of Service and Retirement Gifts and Health and Safety policy #E01 – Evacuating the Building were reviewed.

Motion #13-15

Moved by L. Christie-Jacobson, seconded by C. Airlie that the Sioux Lookout Public Library approves Policy A06 and E01 as reviewed.

CARRIED.

PDF copies of the approved policies will be sent to the board.

2. Finance/Personnel Committee

No report.

3. Fundraising/Advocacy Committee

No report.

CHIEF LIBRARIAN'S REPORT:

The Librarian's report was received.

BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:

- 1. New and returning board members were appointed to Library Board Standing Committees.

Motion #14-15

Moved by C. Airlie, seconded by L. Christie-Jacobson that the Sioux Lookout Public Library approves B. McKinlay sit on the Fundraising/Advocacy Committee, D. Squires sit on the Policy/Planning Committee and that S. Forbes sit on the Finance/Personnel Committee.

CARRIED.

The CEO will forward the Terms of Reference for each committee to the sitting members.

- 2. The CEO briefly outlined the meeting she had attended with Ann Mitchell, CAO, regarding the 2015 budget and concerns she has with a number of financial report errors. She is confident these issues will be cleared up quickly and will keep the board advised of the status.

NEW BUSINESS:

- 1. Members reviewed the report from the CEO requesting permission to purchase furniture for the main area of the library.

Motion #15-15

Moved by L. Martin, seconded by L. Christie-Jacobson that the Sioux Lookout Public Library authorizes the CEO/Chief Librarian purchase furniture as per the report dated March 24, 2015 at a cost not to exceed \$1,820 using funds from the Library's Savings Account.

CARRIED.

- 2. Member L. Martin shared a compliment she had received regarding the service a visitor had been given when in the library. The CEO will ensure that the compliment is passed on to staff.

Circulation and Internet use statistics were distributed and reviewed

The next meeting will be on Tuesday, April 28, 2015 at 5:30 p.m. in the Media Room of the library.

Motion #16-15

Moved by L. Christie-Jacobson, seconded by L. Martin that we do now adjourn at 7:03 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.