

SIoux LOOKOUT PUBLIC LIBRARY BOARD MINUTES

AMENDED and presented on November 28, 2017

Date: October 3, 2017

Present: *Members:* J. Baum, S. Forbes, J. Klein, R. Labossiere, A. Saltel.
Guest(s): None
CEO/Chief Librarian: M. Laverty

Regrets: *Members:* J. Dawes, L. Martin.

Meeting Chaired by: J. Klein and called to order at 5:37 p.m.

Motion #38-17

Moved by A. Saltel, seconded by S. Forbes that the agenda of the October 3, 2017 meeting be approved.
CARRIED.

Conflict of interest: None

PRESENTATION:

None

MINUTES:

Motion #39-17

Moved by S. Forbes, seconded by A. Saltel that the minutes of the July 20, 2017 meeting be approved.
CARRIED.

BUSINESS ARISING FROM THE MINUTES:

No actions required.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

None

FINANCIAL REPORT:

The Statement of Disbursements for the months of July 2017 and August 2017 were reviewed.

J. Baum acknowledges that while the library is forecasting a surplus for 2017, significant efforts were put into place in 2016 to reduce the library's spending.

Motion #40-17

Moved by A. Saltel, seconded by S. Forbes that the Statement of Disbursements for the months of July 2017 and August 2017 in the amount of \$71,627.87 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Finance/Personnel Committee

The committee reported that a meeting to discuss a draft operating budget was held on Monday, September 18th.

2. Fundraising/Advocacy Committee

A. Saltel reported that R. Labossiere had shared fundraising and advocacy ideas with the committee through email—which could possibly be formally presented at the October 24th board meeting.

3. Policy/Planning Committee

The committee reported that they held a meeting on Thursday, August 31st to review several policies: **B02** (Membership), **B04** (Overdue and Lost Library Materials), **B07** (Wireless Network and Public Access Computers), and **B08** (Equipment Use). Members of the committee and other board members present at the meeting agreed that a separate board meeting to discuss the next strategic plan should be scheduled.

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

No actions required.

OLD BUSINESS:

1. Review of 2016 audited financial statements.

NEW BUSINESS:

1. Review of **Policy B02** (Membership), **B04** (Overdue and Lost Library Materials), **B07** (Wireless Network and Public Access Computers), **B08** (Equipment Use)

Motion #41-17

Moved by A. Saltel, seconded by J. Baum that the Sioux Lookout Public Library Board approve the revisions made to policy **B02** – Membership.

CARRIED.

Motion #42-17

Moved by A. Saltel, seconded by J. Baum that the Sioux Lookout Public Library Board approve the revisions made to policy **B04** – Overdue and Lost Library Material.

CARRIED.

The board directs the CEO to declare an Amnesty Week for the period of October 15th to October 21st.

Motion #43-17

Moved by J. Baum, seconded by A. Saltel that the Sioux Lookout Public Library Board approve the revisions made to policy **B07** – Wireless Network and Public Access Computers.

CARRIED.

Motion #44-17

Moved by A. Saltel, seconded by J. Baum that the Sioux Lookout Public Library Board approve the revisions made to policy **B08** – Equipment Use.

CARRIED.

2. M. Lavery recommended that the board defer revenue (expected to be received late in 2017) from the Ministry of Tourism, Culture, and Sport's *2017-18 Improving Library Digital Services (ILDS) Fund* to 2018.

Motion #45-17

Moved by J. Baum, seconded by A. Saltel that the Sioux Lookout Public Library Board defers revenue from the Ministry of Tourism, Culture, and Sport's 2017-2018 Improving Library Digital Services (ILDS) Fund to the 2018 fiscal year.

CARRIED.

3. M. Lavery presented a draft operating budget for 2018 (as discussed at the September 18th, 2017 Finance and Personnel Committee meeting).

Motion #46-17

Moved by J. Baum, seconded by A. Saltel that the Sioux Lookout Public Library Board approves a draft operating budget for 2018 as presented, which will be the basis for the request for Municipal transfer from the Municipality of Sioux Lookout in 2018.

CARRIED.

The board directed the CEO to submit a delegation for the December council meeting of the Municipality of Sioux Lookout (tentatively scheduled for Wednesday, December 20th at 5:30pm.

4. M. Lavery reports on the importance of setting a project timeline for the 2018-2023 Strategic Plan; data from the 2017 Community Survey will assist with this process and be made available to board members at the October 24th, 2017 board meeting.
5. M. Lavery reported that there will be a presentation from Brian MacKinnon, Manager of Corporate Services / Municipal Clerk at the next board meeting: **Boards, Commissions, and Committees Fall Training/Refresher.**

CIRCULATION REPORTS/CMR STATS:

Circulation and Internet use statistics were distributed and reviewed.


DATE AND TIME OF NEXT MEETING:

The next meeting of the Sioux Lookout Public Library Board will be Tuesday, October 24, 2017 at 5:30 p.m. in the Community Media Room of the library.

Motion #47-17

Moved by A. Saltel, seconded by J. Baum that we do now adjourn at 7:48 p.m.

CARRIED.


.....Chairperson


.....Secretary/Treasurer

Signed copy on file.