

**SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES**

**APPROVED: November 15, 2016**

**Date: October 25, 2016**

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

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

**Motion #50-16**

Moved by L. Marin, seconded by R. Labossiere that the agenda of the October 25, 2016 meeting be approved.

CARRIED.

Board member J. Baum arrived at 6:37 p.m.

Board Chair J. Klein welcomed Guests Anne Saltel and Alex Short to the meeting inviting them to feel free to participate and ask questions if they wanted more information on the proceedings.

Conflict of interest: None

**Motion #51-16**

Moved by R. Labossiere, seconded by L. Martin that the minutes of the October 6, 2016 meeting be approved as presented.

CARRIED.

**BUSINESS ARISING FROM THE MINUTES:**

No actions required.

**CORRESPONDENCE:**

The correspondence was reviewed.

**BUSINESS ARISING FROM CORRESPONDENCE:**

No actions required.

**FINANCIAL REPORT:**

The Statement of Disbursements for the month of September 2016 was reviewed.

**Motion #52-16**

Moved by S. Forbes, seconded by L. Martin that the Statement of Disbursements for the month of September 2016, in the amount of \$27,447.48, be approved.

CARRIED.

## **BUSINESS ARISING FROM FINANCIAL REPORTS:**

No actions required.

## **COMMITTEE REPORTS:**

### **1. Policy/Planning Committee**

No report.

### **2. Financial/Personnel Committee**

J. Klein advised that the CEO Performance Review is scheduled for Tuesday, November 1, 2016 and that the committee will report back to the board regarding this at the next meeting.

For the benefit of the guests J. Klein outlined how the committee structure works and the CEO advised that Terms of Reference are available for each committee and are part of board policy.

### **3. Fundraising/Advocacy Committee**

R. Labossiere advised that he will be looking to schedule a meeting in the future and asked members to consider sitting on this committee.

## **CHIEF LIBRARIAN'S REPORT:**

The Librarian's report was received.

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

1. Members were encouraged to attend council's 1<sup>st</sup> public meeting to be held Monday, November 7<sup>th</sup> at which time input into the 2017 budget is being sought by mayor and council.
2. The CEO was directed to continue providing the training "Tidbits" to the board.
3. Members were asked to consider putting their name forward for the position of Alternate Chair.
4. The CEO was directed to invite the CAO and Municipal Treasurer to the November meeting to discuss the new format of the Financial Statements and the Management Reports.

## **OLD BUSINESS:**

1. Members discussed the Assistant/Children's Librarian's recommendation for the library to participate as a community partner in the Digital Creator North Project, operated by the Near North Mobile Media Lab (N2M2L). While there are financial implications with regards to the project's use of the library's media room and the providing of supervision of the intern to be hired, these were determined to be minimal and more than offset by the opportunity to provide Sioux Lookout with a cost effective way of bringing superior programming and educational experiences to local youth. Two staff members from N2M2L will be in Sioux Lookout on November 9<sup>th</sup> and 10<sup>th</sup> and board members were encouraged to participate in the site visit.

## **Motion #53-16**

Moved by L. Martin, seconded by S. Forbes that the Sioux Lookout Public Library Board approves

Resolution #R01-2016, Being a Resolution to Enter Into an Agreement With the Northern Ontario Heritage Fund Corporation (NOHFC) Regarding the Hiring of a Digital Creator Program Lead Intern.

CARRIED.

- 2. Members reviewed the revised 2017 budget that outlined what costs would be if the library was to return to 2015 open hours. The CEO had been directed at the last meeting to provide this version to the board for informational purposes only.
- 3. The CEO advised that she had reviewed the Independent Auditor’s Report with the Municipal Treasurer and can confirm that the numbers noted in it are, within her understanding, accurate and that the revised format is a result of the new auditors capitalizing tangible capital assets. Over time it is expected the board will become more familiar with this version however, it was agreed that this change does make it difficult to see actual surplus/deficits.

**Motion #54-16**

Moved by S. Forbes, seconded by R. Labossiere that the Sioux Lookout Public Library Board approves the Independent Auditor’s Report on the Financial Statements of the Sioux Lookout Public Library Board for the year ended 2015 as provided by Grant Thornton LLP.

CARRIED.

- 4. The CEO was directed to forward the email of R. Labossiere to the board.
- 5. The Assistant Librarian was directed to do a grid of the responses from other libraries regarding any costs they pay with regards to services to their towns/municipalities/cities and whether they have a Memorandum of Understanding.

**NEW BUSINESS:**

None.

**CIRCULATION REPORTS/CMR STATS**

Circulation and Internet use statistics were distributed and reviewed

The next meeting will be on Tuesday, November 15, 2016 at 5:30 p.m. in the Media Room of the library.

**Motion #55-16**

Moved by R. Labossiere, seconded by S. Forbes that we do now adjourn at 7:34 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

*Signed copy on file.*