

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

PRESENTED on October 23, 2018

Date: October 23, 2018

Present: Members: J. Dawes, J. Klein, R. Labossiere, S. Forbes
 CEO/Chief Librarian: M. Lavery

Regrets: Members: J. Baum, L. Martin, and A. Saltel.

Meeting Chaired by: J. Klein and called to order at 5:38 p.m.

Motion #49-18

Moved by J. Dawes, seconded by R. Labossiere that the agenda of the October 23, 2018 meeting be approved

CARRIED.

Conflict of interest: None

PRESENTATION(s): None.

MINUTES:

Motion #50-18

Moved by J. Dawes, seconded by S. Forbes that the minutes of the September 25, 2018 meeting be approved.

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 2018 was reviewed.

Motion #51-18

Moved by S. Forbes, seconded by J. Dawes that the Statement of Disbursements for the month of September 2018 in the amount of \$26,989.45 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Finance/Personnel Committee

J. Klein reported that the committee's priority is setting a meeting to review a 2019 Draft Operating Budget.

2. Fundraising/Advocacy Committee

R. Labossiere reported that he and A. Saltel had been in contact with the high school teacher coordinating the historical colouring book project—the completion of this project is estimated to be February 2019 as it will be a culminating project for the term.

3. Policy/Planning Committee

The CEO/Chief Librarian reported that this committee met on October 11, 2018 to discuss revising our staffing policies and the possibility of creating a Tangible Capital Asset policy (Jude Dawes was invited to attend to assist with this policy specifically).

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

No actions required.

OLD BUSINESS:

1. **Strategic Planning.** Board members were in agreement that the strategic planning process needs to be changed in order for a plan to move forward.

Board directs CEO/Chief Librarian to query members on the best date/time to set up a strategic planning meeting outside of the board's regular meetings.

2. **2017 Annual Report.** M. Lavery reported that senior staff were still working on developing this document and hoping to share with the board in November.
3. **2017 Audited Financial Statements.** M. Lavery reported that he had spoken with the Municipal Treasurer to get clarification on some of the figures listed in 2017 audited financial statements.

Board directs CEO/Chief Librarian to draft a letter, to be addressed to the Municipal Treasurer, outlining the board's concerns with the process of approving the library's audited financial statements.

Motion #52-18

Moved by R. Labossiere, seconded by J. Dawes that the Sioux Lookout Public Library receive the 2017 Audited Financial Statements as presented.

CARRIED.

- 4. **2019 Draft Operating Budget.** M. Lavery reported that he still needed an estimate on projected wages and benefits in 2019 from the Human Resources department. Once these figures are available a meeting of the Finance/Personnel Committee will be called to discuss a 2019 Draft Operating Budget for the library.

NEW BUSINESS:

- 1. **Municipal council orientation (November 1, 2018).** M. Lavery reported that he and Ada Wassink (Assistant/Children’s Librarian) delivered a presentation to the incoming Mayor and Municipal Council, which was well received.
- 2. **New term of the Sioux Lookout Public Library Board (first meeting scheduled for November 27, 2018).** M. Lavery reported that the first meeting of the board’s next term would occur in November. J. Klein reminded the board that the election of a board chair is an essential component of beginning a new term.

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, November 27, 2018 at 5:30 p.m. in the Community Media Room of the library.

Motion #53-18

Moved by R. Labossiere, seconded by J. Dawes that we do now adjourn at 7:03 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.