

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

APPROVED – December 20, 2016

Date: November 15, 2016

Present: Members: J. Baum, S. Forbes, J. Klein, R. Labossiere, L. Martin and A. Saltel
CEO/Chief Librarian: G. MacDonald
Assistant/Children's Librarian: M. Laverty
Guest(s): A. Mitchell, CAO, and C. McIntomney, Treasurer, Municipality of Sioux Lookout

Regrets: Members: M. McCarl

Meeting Chaired by: J. Klein and called to order at 5:29 p.m.

Motion #56-15

Moved by L. Martin, seconded by S. Forbes that the agenda of the November 15, 2016 meeting be approved.

CARRIED.

Conflict of interest: None

DELEGATION/PRESENTATION

Board Chair J. Klein welcomed the municipal CAO and Treasurer to the meeting and gave them the floor.

The Treasurer indicated that she understood the board's concerns with some of the financial reporting and circulated a spreadsheet which compared the municipal Management Reports and the audited statements so show how each was broken down. It was acknowledged that the PSAB reporting does impact on the board's ability to review actual spending by the library and that the municipality will be looking at revising some of its practices to make it easier for the board to track. Also circulated was a report outlining the 2015 surplus/deficit of the library. Members were asked to review these documents and send any questions they may have to either the CAO or the Treasurer. It was also suggested that the auditors meet with the board to discuss the PSAB in the New Year. The Memorandum of Understanding was briefly discussed and the CAO advised that the section that included in-kind costs was being removed. Those in attendance agreed it was a living document and not a service agreement and that the CEO would be speaking with the CAO to discuss both sides.

The CAO and Treasurer were thanked for their attendance at the meeting.

Motion #57-16

Moved by S. Forbes, seconded by L. Martin that the minutes of the October 25, 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 October 2016 was reviewed.

Motion #58-16

Moved by S. Forbes, seconded by J. Baum that the Statement of Disbursements for the month of October 2016, in the amount of \$25,470.42, be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Finance/Personnel Committee

J. Klein advised that the Personnel Committee had met with the CEO to complete the annual CEO Performance Review and that the following goals have been set: completion of the Strategic Plan, updating policies and succession planning. The CEO thanked the committee and board for their confidence in her.

2. Fundraising/Advocacy Committee

No report.

3. Policy/Planning Committee

No report.

CHIEF LIBRARIAN'S REPORT:

The Librarian's report was received.

BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:

1. Members discussed the OLA Super Conference and the importance of opportunities such as these to staff. Costs have been included in the 2017 budget.

Motion #59-16

Moved by R. Labossiere, seconded by A. Saltel that the Sioux Lookout Public Library approves M. Laverty, Assistant/Children's Librarian, attend the 2017 OLA Super Conference.

CARRIED.

OLD BUSINESS:

- 1. The Assistant/Children’s Librarian updated board members as to what occurred during the onsite visit with representatives of the Digital Creator North initiative. The meeting went well and it is hoped that someone will be in place by early spring of 2017.
- 2. The CEO was directed to forward the email from R. Labossiere regarding the MOU to board members requesting they send any comments to her as soon as possible.

NEW BUSINESS:

- 1. The CEO recommended that a board member attend the 2017 Super Conference as the opportunity to network with other boards is invaluable and adds to the knowledge they need to make informed decisions. A concern with the cost was expressed and the Assistant/Children’s Librarian was directed to investigate any funding available.

Motion #60-16

Moved by L. Martin, seconded by A. Saltel that the Sioux Lookout Public Library Board approves Robert Labossiere attend the 2017 OLA Super Conference if the library is successful in obtaining a bursary to cover costs.

CARRIED.

- 2. Staff Christmas Gifts

Motion #61-16

Moved by R. Labossiere, seconded by J. Baum that the Sioux Lookout Public Library approves the CEO/Chief Librarian purchase six (6) Christmas give cards at a cost of \$50.00 each for each adult staff member. Costs not to exceed \$300.00

CARRIED.

CIRCULATION REPORTS/CMR STATS

Circulation and Internet use statistics were distributed and reviewed.

The next meeting of the board will be on Tuesday, December 20, 2016 at 5:30 p.m. in the Media Room of the library.

Motion #62-16

Moved by R. Labossiere, seconded by L. Martin that we do now adjourn at 6:58 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.