

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

Approved: January 24, 2017

Date: December 20, 2016

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

Regrets: Members: J. Baum and M. McCarl

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

Motion #63-16

Moved by A. Saltel, seconded by S. Forbes that the agenda of the December 20, 2016 meeting be approved as revised.

CARRIED.

Conflict of interest: None

Motion #64-16

Moved by S. Forbes, seconded by A. Saltel that the minutes of the November 15, 2016 meeting be approved as presented.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

1. The CEO advised that she has not been able to locate the email in question from R. Labossiere however she will forward the one that she does have to the board. The board is asked to review it and advise the CEO of any items they feel should be addressed in the MOU.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

1. The CEO will report back to the board regarding the email from Jeremy Mak, Ministry of Tourism, Culture and Sport.
2. The CEO has followed board policy in dealing with the resignation of board member D. Squires.

FINANCIAL REPORT:

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

Motion #65-16

Moved by A. Saltel, seconded by L. Martin that the Statement of Disbursements for the month of November 2016, in the amount of \$23,315.88, be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:**1. Finance/Personnel Committee**

No report.

2. Fundraising/Advocacy Committee

R. Labossiere advised that he will be moving forward on advocacy in the New Year. New board member A. Saltel has agreed to sit on this committee and the CEO will forward the committee's Terms of Reference to her.

3. Policy/Planning Committee

No report. New board member A. Saltel has agreed to sit on this board and the CEO will forward the committee's Terms of Reference to her.

CHIEF LIBRARIAN'S REPORT:

The Librarian's report was received.

BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:

No actions required.

OLD BUSINESS:

1. The board reviewed the version of the MOU the CEO is recommending and directed the CEO to move ahead with this version.

NEW BUSINESS:

2. Members reviewed the report from M. Laverty, Assistant/Children's Librarian with regards to creating email addresses for all board members and staff through the G Suite package provided to non-profits through Tech Soup Canada. Part of the reasoning behind this discussion was the board's request of a number of years ago to start providing the board packages electronically.

Motion #66-16

Moved by L. Martin, seconded by A. Saltel that the Sioux Lookout Public Library Board approves M. Laverty moving forward with Option #1 with regards to managing email addresses.

The CEO was directed to look at what is required to provide board members with board packages electronically starting in 2017 and to ensure that printed copies would be available if requested.

CIRCULATION REPORTS/CMR STATS:

Circulation and Internet use statistics were distributed and reviewed.

CLOSED SESSION:

Motion #67-16

Moved by S. Forbes, seconded by A. Saltel that the Sioux Lookout Public Library Board moves to In-Camera at 6:25 p.m.

CARRIED.

Motion #68-16

Moved by A. Saltel, seconded by S. Forbes that the Sioux Lookout Public Library Board moves out of In-Camera at 7:22 p.m.

CARRIED.

REPORT OUT FROM IN-CAMERA SESSION:

The In-Camera session dealt exclusively with items as listed on the December 20, 2016 In-Camera agenda (notes). No votes were taken. Direction has been given to the CEO to contact the municipality with regards to the information report presented and to the CEO and Personnel Committee to deal with the resignation of Gwen (Wendy) MacDonald, CEO/Chief Librarian, of the Sioux Lookout Public Library.

The next board meeting will be Tuesday, January 24, 2017 at 5:30 p.m. in the Media Room of the library.

Motion #69-16

Moved by A. Saltel, seconded by L. Martin that we do now adjourn at 7:31 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.