

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

PRESENTED on February 27, 2018

Date: January 23, 2018

Present: *Members:* J. Baum, J. Klein, R. Labossiere, L. Martin, A. Saltel.
Guest: Brian MacKinnon, Manager of Corporate Services / Municipal Clerk.
CEO/Chief Librarian: M. Lavery

Regrets: *Members:* J. Dawes, S. Forbes

Meeting Chaired by: J. Klein and called to order at 5:36 p.m.

Motion #01-18

Moved by A. Saltel, seconded by L. Martin that the agenda of the January 23, 2018 meeting be approved.
CARRIED.

Conflict of interest: None

PRESENTATION:

Brian MacKinnon, Manager of Corporate Services / Municipal Clerk. **Boards, Commissions, and Committees Fall Training/Refresher.**

MINUTES:

Motion #02-18

Moved by A. Saltel, seconded by L. Martin that the minutes of the December 19, 2017 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 December 2017 was reviewed.

Motion #03-18

Moved by A. Saltel, seconded by R. Labossiere that the Statement of Disbursements for the month of December 2017 in the amount of \$31,019.92 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. **Finance/Personnel Committee**

Nothing to Report.

2. **Fundraising/Advocacy Committee**

Robert Labossiere agree to arrange a meeting in February.

3. **Policy/Planning Committee**

The committee reported that they met on Thursday, December 11th to discuss revisions to Policies **A02 – Constitution and By-Laws**, **A03 – Facilities**, **C04 - Salaries**, and **C07 – Job Descriptions**.

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

The board directed the CEO to revise the January CEO's Report to include attendance at the January 18th, 2018 Management Meeting at the Municipality of Sioux Lookout.

OLD BUSINESS:

1. Strategic Planning Update.

M. Lavery reported that a survey was distributed to both staff and board members; the results of this survey will be collected anonymously and presented to the board at a future meeting.

NEW BUSINESS:

1. Review of Policies **A02 – Constitution and By-Laws**, **A03 – Facilities**, **C04 - Salaries**, and **C07 – Job Descriptions**.

The board reviewed the changes made to the above policies with the exception of **Policy C04 – Salaries**, which will be reviewed at a later date.

Motion #04-18

Moved by R. Labossiere, seconded by L. Martin that the Sioux Lookout Public Library Board amend its Constitution and By-Laws, as prescribed in **Policy A02-Constitution and By-Laws**.

CARRIED.

Motion #05-18

Moved by L. Martin, seconded by R. Labossiere that the Sioux Lookout Public Library Board approves the changes made to **Policy A03 - Facilities**.

CARRIED.

Motion #06-18

Moved by J. Baum, seconded by L. Martin that the Sioux Lookout Public Library Board approves the changes made to **Policy C07 – Job Descriptions**.

CARRIED.

- 2. Signing authority for Assistant/Children’s Librarian

Motion #07-18

Moved by J. Baum, seconded by R. Labossiere that the Sioux Lookout Public Library Board grants signing authority to Assistant/Children’s Librarian, Ada Wassink.

CARRIED.

- 3. 2018 Operating Budget

The board deferred discussion of the 2018 Operating Budget to February 2018 or until they received further clarity on 2017 expenses/revenues.

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

Motion #08-18

Moved by L. Martin, seconded by R. Labossiere that we do now adjourn at 7:22 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.