

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

Approved – March 21, 2017

Date: Tuesday, February 28, 2017

Present: Members: J. Baum, J. Dawes, J. Klein, R. Labossiere, M. McCarl, and A. Saltel
CEO/Chief Librarian: G. MacDonald
Assistant/Children's Librarian: M. Laverty

Regrets: Members: L. Martin

Absent: Members: S. Forbes

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

Motion #08-17

Moved by A. Saltel, seconded by J. Baum that the agenda of the February 28, 2017 meeting be approved.
CARRIED.

Conflict of interest: None

Board Chair J. Klein welcomed Jude Dawes to the board and asked that those present introduce themselves to her.

Motion #09-17

Moved by J. Baum, seconded by A. Saltel that the minutes of the January 24, 2017 meeting be approved.
CARRIED.

BUSINESS ARISING FROM THE MINUTES:

1. The CEO advised that the letter requesting attendance at the municipal strategic planning session was not done as the library had been advised the session had been cancelled.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

1. The CEO was directed to electronically send the board a copy of the OLS-N document *Resource Kit for New Library Board Members*.
2. The CEO advised that she would be meeting with J. Dawes next week to do the board orientation and that once completed the internal board information sheet will be updated to reflect the committees Ms. Dawes wishes to sit on and then sent to the members.

FINANCIAL REPORT:

The Statement of Disbursements for the month of January 2017 was reviewed.

Motion #10-17

Moved by A. Saltel, seconded by M. McCarl that the Statement of Disbursements for the month of January 2017, in the amount of \$38,609.01, be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

In order to allow for some last minute reviewing of policies, A. Saltel reported on the OLA Super Conference she recently attended. As she was not quite sure of her role as a board member she found some sessions not directly relevant, however, all that she attended were interesting and informative and she highly recommended that the board attend when the opportunity is available. As there had been an issue with her room, she suggested that rooms be booked in advance and cancelled if not required.

COMMITTEE REPORTS:**1. Policy/Planning Committee**

Governance policy #A02 – Constitution and Bylaws and Human Resources policies #C04 – Salaries and #C05 – Benefits and Mandatory Leave were reviewed by the board with a revision to 1.3.j.ii being made. With this change, all policies were approved.

Motion #11-17

Moved by R. Labossiere, seconded by A. Saltel that the Sioux Lookout Public Library Board approves Policies A02, C04 and C05, as revised, and all as reviewed.

CARRIED.

CHIEF LIBRARIAN'S REPORT:

The Librarian's report was received.

BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:

No actions required.

OLD BUSINESS:

1. M. Lavery advised that Laine Helbling has been hired as the Digital Creator North Project Lead. Ms. Helbling has already started and things are progressing as planned. Members were reminded that the library is the host site only, that this is not a library position and that all funding is through the project.
2. M. Lavery reviewed the 2016 Annual Report with the board. Members were pleased that the numbers in the report show that the community continues to use the library in high numbers.

Motion #12-17

Moved by J. Baum, seconded by A. Saltel that the Sioux Lookout Public Library Board approves the 2016 Annual Report as presented.

CARRIED.

Members will be advised if the board is given approval to attend the March 17, 2017 council meeting as a delegation and, if approved, the report will be highlighted as part of the delegation.

NEW BUSINESS:

1. M. Lavery advised the board that he is working on a partnership with the Sioux Lookout Bulletin to digitally host back issues of the newspaper. This is an excellent opportunity for the library.

CIRCULATION REPORTS/CMR STATS:

Members noted that circulation numbers continue to increase despite the loss of open hours. The impact to staff will continue to be monitored.

CLOSED SESSION:

Motion #13-17

Moved by J. Baum, seconded by M. McCarl that the Sioux Lookout Public Library Board moves to In-Camera at 7:20 p.m.

CARRIED.

Motion #14-17

Moved by M. McCarl, seconded by J. Baum that the Sioux Lookout Public Library Board moves out of In-Camera at 8:10 p.m.

CARRIED.

REPORT OUT FROM IN-CAMERA SESSION:

The In-Camera session dealt exclusively with items as listed on the February 28, 2017 In-Camera agenda (notes). No votes were taken. The Hiring Committee recommended that the position of CEO/Chief Librarian be offered to Micheal A. Lavery and direction was given to the CEO to proceed with the necessary paperwork to achieve this and to fill the vacant Assistant/ Children’s Librarian position.

Motion #15-17

Moved by M. McCarl, seconded by J. Baum that the Sioux Lookout Public Library Board approves the hiring of Micheal Lavery as the new CEO/Chief Librarian effective April 3, 2017.

CARRIED.

The CEO was directed to see if the week before the next regular meeting date was better for members as a number have indicated they will not be available.

Motion #16-17

Moved by J. Baum, seconded by R. Labossiere that we do now adjourn at 8:12 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.