

## SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

APPROVED – May 26, 2015

Date: April 28, 2015

Present: Members: C. Airlie, J. Baum, J. Klein, L. Martin, B. McKinlay, and D. Squires  
CEO/Chief Librarian: Gwen (Wendy) MacDonald

Regrets: Members: L. Christie-Jacobson, S. Forbes, and M. McCarl

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

### **Motion #17-15**

Moved by D. Squires, seconded by L. Martin that the agenda of the April 28, 2015 meeting be approved.  
CARRIED.

Conflict of interest: None

### **Motion #18-15**

Moved by L. Martin, seconded by D. Squires that the minutes of the March 24, 2015 meeting be approved as amended.

CARRIED.

### **BUSINESS ARISING FROM THE MINUTES:**

1. The members noted under Present will be revised to reflect the actual attendance.

### **CORRESPONDENCE:**

The correspondence was reviewed.

### **BUSINESS ARISING FROM CORRESPONDENCE:**

No actions required.

### **FINANCIAL REPORT:**

The Statement of Disbursements for the month March 2015 was reviewed.

### **Motion #19-15**

Moved by D. Squires, seconded by J. Baum that the Statement of Disbursements for the month of March 2015, in the amount of \$35,101.47, be approved.

CARRIED.

**BUSINESS ARISING FROM FINANCIAL REPORTS:**

1. The CEO advised that that the municipality's required tangible asset tracking entries were responsible for the differences between the two (2) year-end financial reports and that she will be looking at solutions to ensure the board is able to track actual expenses/revenues starting next month. Members discussed the two (2) unaudited Detail Statement of Operations reports for the year ended 2014 expressing concern that, as the adjusted one does not reflect actual spending, it could negatively impact council's review of the library during the budget process.

**COMMITTEE REPORTS:**

1. **Policy/Planning Committee**

Operational policies #B04 – Overdue, Lost and Damaged Library Materials and #B08 – Equipment Use were reviewed by the board.

**Motion #20-15**

Moved by C. Airlie, seconded by J. Baum that the Sioux Lookout Public Library Board approves Policies #B04 and #B08 as reviewed.

CARRIED.

The board agreed to allow staff time to advertise the increase in fines.

2. **Finance/Personnel Committee**

No report.

3. **Fundraising/Advocacy Committee**

No report.

**CHIEF LIBRARIAN'S REPORT:**

The Librarian's report was received.

**BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:**

1. In the event that the Grade 8 Graduation Ceremonies are held early this year Lynn Martin and D. Squires offered to present the Library's Grade 8 Awards to students of Sacred Heart School and Sioux Mountain School respectively. The CEO will advise both members once she has been given the dates and times of the ceremonies to confirm they can attend. If there is a conflict policy will be followed.
2. The CEO will forward an outline of the Strategic Planning process by the middle of May however staffing levels may affect this timeline.

Board member Beth McKinlay arrived at 6:30 p.m.

**NEW BUSINESS:**

None.

Board member Beth McKinlay gave a brief report on the OLA 2015 Super Conference she attended noting that while the sessions were very informative and valuable it would have been better if the board had provided some direction as to which ones would be most effective for her to attend. Ms. McKinlay suggested in future the board review the program to decide what sessions should be attended and encouraged members to go at least once during their term. She concluded that she was impressed with the number and diversity of those attending and that, overall, it was an excellent learning opportunity. Ms. McKinlay was thanked for her interesting presentation and valuable suggestions.

Circulation and Internet use statistics were distributed and reviewed

The next board meeting will be on Tuesday, May 26, 2015 at 5:30 p.m. in the Media Room of the library.

**Motion #21-15**

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

CARRIED.

.....Chairperson

.....Secretary/Treasurer

*Signed copy on file.*