

**SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES**

REVISED and/or APPROVED - \_\_\_\_\_

**Date: April 25, 2017**

Present:        Members: J. Baum, J. Dawes, J. Klein, L. Martin and A. Saltel  
CEO/Chief Librarian: M. Laverty  
Digital Creator Program Lead: L. Helbling

Regrets:        Members: S. Forbes and R. Labossiere.

Meeting Chaired by: J. Klein and called to order at 5:34 p.m.

**Motion #23-17**

Moved by J. Dawes, seconded by A. Saltel that the agenda of the April 25, 2017 meeting be approved.  
CARRIED.

Conflict of interest: None

**Delegation from Laine Helbling, Digital Creator North Program Lead**

**Motion #24-17**

Moved by L. Martin, seconded by J. Dawes that the minutes of the March 21, 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 March 2017 was reviewed.

**Motion #25-17**

Moved by J. Dawes, seconded by L. Martin that the Statement of Disbursements for the month of February 2017, in the amount of \$55,579.85, be approved.  
CARRIED.

#### **BUSINESS ARISING FROM FINANCIAL REPORTS:**

1. J. Dawes requested that future financial reports include year-end projections. M. Lavery was directed to provide this information for the May 2017 board meeting.

#### **COMMITTEE REPORTS:**

##### **1. Finance/Personnel Committee**

J. Dawes reported that she had been reviewing the library's financial statements. The board directed the CEO to set up a meeting with the Municipal Treasurer to discuss the 2016 audited statements.

##### **2. Fundraising/Advocacy Committee**

The committee reported that they had met on April 11, 2017 at 5:05 p.m. in the Community Media Room of the library. Several future initiatives were discussed with the board.

##### **3. Policy/Planning Committee**

M. Lavery reported that he would begin sending policies for review to the committee. It was decided that the board would have a discussion about strategic planning at the May meeting.

#### **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 – Instead of delivering a presentation, the CEO decided to email a digital copy of his report on attending the 2017 OLA Superconference to the board.
2. M. Lavery – The CEO reported that the library's delegation at the March Municipal Council Meeting (a presentation on the 2016 Annual Report) was well received. The CEO recommended that another delegation be submitted in the fall of 2017 to update the Municipality on the operation of the library.
3. M. Lavery – The CEO reported that a partnership with the Sioux Lookout Bulletin has been signed and the digital newspaper archives project is expected to move forward in the summer of 2017.

#### **NEW BUSINESS:**

1. **Strategic planning.** M. Lavery will prepare a timeline and draft strategic plan to be discussed in detail during the May board meeting.

**CIRCULATION REPORTS/CMR STATS:**

Monthly circulation statistics and attendance at the library were distributed and reviewed.

**DATE AND TIME OF NEXT MEETING:**

The next meeting of the Sioux Lookout Public Library Board will be Tuesday, May 30, 2017 at 5:30 p.m. in the Community Media Room of the library.

**Motion #26-17**

Moved by L. Martin, seconded by A. Saltel that we do now adjourn at 7:34 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

*Signed copy on file.*