

SIoux LOOKOUT PUBLIC LIBRARY BOARD MINUTES

TO BE PRESENTED on May 28, 2019

Date: April 23, 2019

Present: Members: J. Dawes, J. Klein, R. Labossiere, L. Martin, J. Timpson
 CEO/Chief Librarian: M. Laverty

Regrets: Members: J. Baum, A. Saltel

Meeting Chaired by: R. Labossiere. Called to order at 5:37pm.

Motion #21-19

Moved by L. Martin, seconded by J. Dawes that the agenda of the April 23, 2019 meeting be approved as amended.

CARRIED.

Conflict of interest: *None*

PRESENTATION(s): None.

MINUTES:

Minutes from the March 26, 2019 meeting were reviewed.

Motion #22-19

Moved by J. Dawes, seconded by L. Martin that the minutes of the March 26, 2019 meeting be approved.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

At the March 26, 2019 meeting, the board directed the CEO/Chief Librarian to draft a letter to be written to Mayor and Council regarding further consultation on the proposed relocation of the museum to the library's basement. Upon further discussion, the board decided against sending this letter.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

The board directed the CEO/Chief Librarian to provide recent statistics on the inter-library loan service offered to patrons in our community.

FINANCIAL REPORT:

The Statement of Disbursements for the month of March 2019 was reviewed.

Motion #23-19

Moved by J. Timpson, seconded by L. Martin that the Statement of Disbursements for the month of February 2019 in the amount of \$26,980.49 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. **Finance/Personnel Committee.** Members reported that they met on April 8 to discuss an upcoming performance appraisal for the CEO/Chief Librarian. All board members were asked to complete an evaluation form for the May board meeting.
2. **Fundraising/Advocacy Committee.** R. Labossiere directed the CEO/Chief Librarian to follow-up with the Digital Creator North Program Lead to determine if the board can receive assistance with the historical colouring book project.
3. **Policy/Planning Committee.** Members continued to revise policy **A02 Constitution and Bylaws** through email discussion.

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

No actions required.

OLD BUSINESS:

1. **Strategic Planning.** R. Labossiere distributed notes from the April 1, 2019 strategic planning session.

The board directs the CEO/Chief Librarian to reach out to Steven Krause at Ontario Library Service North to share this report (along with other relevant documentation) and inquire about his availability to meet with the board.

NEW BUSINESS:

1. Revisions to Policies **A02 Constitution and Bylaws**, **C04 Salaries**, and **D01 Health and Safety**.

Motion #24-19

Moved by J. Klein, seconded by L. Martin that the Sioux Lookout Public Library Board approves revisions made to **Policy C04 - Salaries**.

CARRIED.

Motion #25-19

Moved by J. Dawes, seconded by L. Martin that the Sioux Lookout Public Library Board approves revisions made to **Policy D01 – Health and Safety**, as amended.

CARRIED.

2. In-Camera session to approve minutes of previous in-camera sessions.

IN-CAMERA SESSION:

Motion #26-19

Moved by J. Dawes, seconded by L. Martin that the Sioux Lookout Public Library Board moves to In-Camera at 7:15pm.

Motion #27-19

Moved by J. Dawes, seconded by L. Martin that the minutes of the February 26, 2019 in-camera session and the minutes of the May 22, 2018 in-camera session be approved.

Motion #28-19

Moved by J. Dawes, seconded by L. Martin that the Sioux Lookout Public Library moves out of an in-camera session at 7:27pm.

REPORT OUT FROM IN-CAMERA SESSION:

No other motions (besides #27-2019) were passed during the in-camera session.

Motion #29-19

Moved by J. Klein, seconded by J. Dawes. Whereas at our February 26, 2019 Board Meeting, following the Finance/Personnel Committee in-camera session, there was a discussion and full agreement of Directors present regarding the CEO's salary; and whereas, the board neglected to pass a motion reflecting their agreement and direction to the CEO; now therefore be it resolved: That the CEO's salary be increased to Step 2 effective October 3, 2018.

CARRIED.

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, May 28, 2019 at 5:30 p.m. in the Community Media Room of the library.

Motion #30-19

Moved by J. Dawes, seconded by J. Klein that we do now adjourn at 7:34 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.