

IOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

PRESENTED on June 26, 2018

Date: May 22, 2018

Present: Members: J. Baum, J. Dawes, J. Klein, R. Labossiere, A. Saltel.
 CEO/Chief Librarian: M. Laverty

Regrets: Members: J. Baum and S. Forbes.

Meeting Chaired by: J. Klein and called to order at 5:29 p.m.

Motion #29-18

Moved by A. Saltel, seconded by L. Martin that the agenda of the May 22, 2018 meeting be approved
CARRIED.

Conflict of interest: None

PRESENTATION(s): None

MINUTES:

Motion #30-18

Moved by A. Saltel, seconded by J. Dawes that the minutes of the April 24, 2018 meeting be approved, as amended.

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 April 2018 was reviewed.

Motion #31-18

Moved by L. Martin, seconded by A. Saltel that the Statement of Disbursements for the month of April 2018 in the amount of \$20,800.77 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Finance/Personnel Committee

J. Klein reported that the committee met on April 27 to discuss the CEO's performance review (as a committee separately and then with the CEO).

2. Fundraising/Advocacy Committee

R. Labossiere and A. Saltel reported that they would be meeting with staff at Queen Elizabeth in District High School in June to discuss a library fundraiser (selling historical colouring books).

3. Policy/Planning Committee

L. Martin reported that she met with the CEO on May 17 to discuss policies **C01 – Personnel Statement and Definition of Employee, C02 – Hiring Practices, C03 – Pay Equity and C04 – Salaries**. The other committee members contributed revisions through email.

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 reported that he had reviewed the strategic planning documents from the CEO and would be contacting the Assistant/Children's Librarian to plan the next phase of the strategic planning process.
- 2. Approval of the 2018 Sioux Lookout Public Library Budget.** M. Lavery reported that the approved version of the 2018 Operating Budget had been submitted to the Municipal Treasurer and recommended that the board should begin planning the 2019 Operating Budget in September.

NEW BUSINESS:

1. Review of Policies **C01 – Personnel Statement and Definition of Employee, C02 – Hiring Practices, C03 – Pay Equity and C04 – Salaries.**

Motion #32-18

Moved by A. Saltel, seconded by J. Dawes that the Sioux Lookout Public Library Board approves the changes made to **Policy C01 – Personnel Statement and Definition of Employee.**

CARRIED.

Motion #33-18

Moved by J. Dawes, seconded by A.Saltel that the Sioux Lookout Public Library Board approves the changes made to **Policy C02 – Hiring Practices.**

CARRIED.

Motion #34-18

Moved by L. Martin, seconded by A.Saltel that the Sioux Lookout Public Library Board approves the changes made to **Policy C03 – Pay Equity.**

CARRIED.

Motion #35-18

Moved by A. Saltel, seconded by J. Dawes that the Sioux Lookout Public Library Board approves the changes made to **Policy C04 – Salaries.**

CARRIED.

2. **M. Lavery. Preparing the 2017 Annual Report.** M. Lavery reported that he planned to share a draft of the 2017 Annual Report with the board at the June 2018 meeting.

3. **Closed session to discuss matters of a personal nature involving identifiable person(s).**

CLOSED SESSION:

Motion #36-2018

Moved by J. Dawes, seconded by A. Saltel that the Sioux Lookout Public Library Board moves to In-Camera at 6:53pm.

CARRIED.

Motion #37-2018

Moved by J. Dawes, seconded by R. Labossiere that we accept the March 21, 2017 in-camera notes.

CARRIED.

Motion #38-2018

Moved by L. Martin, seconded by A. Saltel that the Sioux Lookout Public Library Board moves out of In-Camera at 7:26pm.

CARRIED.

REPORT OUT FROM IN-CAMERA SESSION:

No other motions (besides #37-2018) were passed during the in-camera session.

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, June 26, 2018 at 5:30 p.m. in the Community Media Room of the library.

Motion #39-18

Moved by J. Dawes, seconded by A. Saltel that we do now adjourn at 7:30 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.