

SIoux LOOKOUT PUBLIC LIBRARY BOARD MINUTES

PRESENTED on October 2, 2017

Date: July 20, 2017

Present: *Members:* J. Baum, J. Dawes, J. Klein, R. Labossiere, L. Martin and A. Saltel
Guest: Frank Lopez, Partner at Grant Thornton LLP, Doug Lawarance (Mayor),
Ann Mitchell (CAO), Christy McIntomney (Municipal Treasurer),
CEO/Chief Librarian: M. Laverty
Assistant/Children's Librarian: A. Wassink

Regrets: *Members:* J. Baum, S. Forbes.

Meeting Chaired by: J. Klein and called to order at 11:03 a.m.

Motion #32-17

Moved by J. Dawes, seconded by A. Saltel that the agenda of the July 20, 2017 meeting be approved.

CARRIED.

Conflict of interest: None

PRESENTATION:

Frank Lopez delivered a presentation on the 2016 financial statements for the Sioux Lookout Public Library.

Motion #33-17

Moved by J. Dawes, seconded by A. Saltel that the Sioux Lookout Public Library Board approve the financial statements for the year ending December 31, 2016 as presented.

CARRIED.

Motion #34-17

Moved by A. Saltel, seconded by J. Dawes that the minutes of the May 30, 2017 meeting be approved, as amended.

BUSINESS ARISING FROM THE MINUTES:

No actions required.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

None

FINANCIAL REPORT:

The Statement of Disbursements for the months of May 2017 and June 2017 were reviewed.

Motion #35-17

Moved by J. Dawes, seconded by A. Saltel that the Statement of Disbursements for the months of May 2017 and June 2017 in the amount of \$74,447.09 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:**1. Finance/Personnel Committee**

The committee reported that a meeting to discuss a draft operating budget was tentatively scheduled for September 2017.

2. Fundraising/Advocacy Committee

Nothing to report.

3. Policy/Planning Committee

Review of Policy B02 (Membership) and Policy B04 (Overdue and Lost Library Materials).

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

No actions required.

OLD BUSINESS:

1. The CEO reported that once the 2017 Community Survey had been completed the initial planning stages of the strategic plan (reviewing survey data, setting a project timeline, etc).

NEW BUSINESS:

1. The Policy/Planning Committee decided to defer discussion of policies B02 (Membership) and B04 (Overdue and Lost Library Materials) to the next board meeting—ideally after the committee had arranged a meeting to discuss changing these policies.
2. M. Lavery – Report on using reserve account for non-budgeted purchases in 2017.

Motion #36-17

Moved by J. Dawes, seconded by L. Martin that the Sioux Lookout Public Library Board approve the use of up to \$1500 of funding from the reserve savings account to pay for a new sign to hang by the front door, a demagnetizer/magnetizer for the circulation desk, and a membership in the Sioux Lookout Chamber of Commerce.

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, October 3, 2017 at 5:30 p.m. in the Community Media Room of the library.

Motion #37-17

Moved by L. Martin, seconded by J. Dawes that we do now adjourn at 12:56 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.