

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

PRESENTED on October 23, 2018

Date: September 25, 2018

Present: *Members:* J. Dawes, J. Klein, R. Labossiere, L. Martin, and A. Saltel.
CEO/Chief Librarian: M. Laverty

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

Meeting Chaired by: J. Klein and called to order at 5:32 p.m.

Motion #45-18

Moved by J. Dawes, seconded by R. Labossiere that the agenda of the September 25, 2018 meeting be approved

CARRIED.

Conflict of interest: *None*

PRESENTATION(s): **Mitch Crown**, Grant Thornton LLP, presented the Sioux Lookout Public Library's 2017 audited financial statements via phone call.

Board directed the CEO/Chief Librarian to receive clarification from the Municipal Treasurer on how the figures in the audited statements were determined (especially the tangible capital assets).

MINUTES:

Motion #46-18

Moved by J. Dawes, seconded by R. Labossiere that the minutes of the June 26, 2018 meeting be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

No actions required.

CORRESPONDENCE:

The correspondence was reviewed.

Board directed the CEO/Chief Librarian to reach out to Sol Mamakwa's (MPP for Kiiwetinoong Riding) office via email and phone call to inquire about him attending a tour of our library.

BUSINESS ARISING FROM CORRESPONDENCE:

No actions required.

FINANCIAL REPORT:

The Statement of Disbursements for the months of June, July, and August 2018 was reviewed.

Motion #47-18

Moved by R. Labossiere, seconded by J. Dawes that the Statement of Disbursements for the months of June, July, and August 2018 in the amount of \$96,079.29 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Finance/Personnel Committee

J. Klein reported that the committee's priorities are setting a meeting to conduct a performance appraisal of the CEO and to review a 2019 Draft Operating Budget.

2. Fundraising/Advocacy Committee

A. Saltel reported that she would be reaching out to staff at Sioux North High School in October to inquire about the historical colouring book fundraiser.

3. Policy/Planning Committee

L. Martin reported that the committee did not meet over the summer to discuss policies but would be arranging a meeting in October to plan policy development.

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

No actions required.

OLD BUSINESS:

1. **Strategic Planning.** Board members reported having difficulty in obtaining surveys from local businesses and organizations.

Board directed the CEO to email an updated roadmap for guiding the strategic planning process.

2. **2017 Annual Report.** M. Lavery reported that senior staff were still working on developing this document and hoping to share with the board in October.

NEW BUSINESS:

1. **2018 Municipal Elections.** M. Lavery reported that the Sioux Lookout Public Library would have election workers stationed in the Community Media Room throughout the voting period (October 13 to 22).

- 2. **2019 Draft Operating Budget.** M. Lavery reported that he is working with the Payroll and Human Resources Departments to develop wages and benefits estimates for 2019 in order to create a draft operating budget for next year.

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 23, 2018 at 5:30 p.m. in the Community Media Room of the library.

Motion #48-18

Moved by J. Dawes, seconded by R. Labossiere that we do now adjourn at 7:28 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.