

**SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES**

**PRESENTED on December 18, 2018**

**Date: November 27, 2018**

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

Regrets: *Members: None*

Meeting Chaired by: J. Klein and called to order at 5:36 p.m.

**Motion #54-18**

Moved by A. Saltel, seconded L. Martin by that the agenda of the November 27, 2018 meeting be approved.

CARRIED.

Conflict of interest: *None*

**The following agenda item was deferred to the December 2018 board meeting:** New term for the Sioux Lookout Public Library Board: 2018-2022. Electing Board Chair and (Re)Appointing Members to Committees.

**PRESENTATION(s): None.**

**MINUTES:**

**Motion #55-18**

Moved by A. Saltel, seconded by L. Martin that the minutes of the October 23, 2018 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 October 2018 was reviewed.

**Motion #56-18**

Moved by J. Dawes, seconded by L. Martin that the Statement of Disbursements for the month of October 2018 in the amount of \$24,755.11 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 Tuesday, November 6 to discuss a draft of the 2019 operating budget for the library.
2. **Fundraising/Advocacy Committee.** A. Saltel reported that she'd continued her discussion with the high school teacher organizing the historical colouring book. There is still a possibility that a group of students could complete this as a culminating project (to be completed in January 2019).
3. **Policy/Planning Committee.** L. Martin reported that the committee discussed revisions to a proposed Preventing Violence and Harrassment in the Workplace policy through email and that she had met with the CEO/Chief Librarian to share her thoughts on this policy.

**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 agreed that a separate meeting devoted to the strategic planning process should be held in December if possible, or early in January 2019.
2. **2017 Annual Report.** The CEO/Chief Librarian presented a draft version of the 2017 Annual Report and notified the board that this document would be shared and be up for discussion at the December board meeting.
3. **2019 Draft Operating Budget.** The CEO/Chief Librarian presented a draft of the 2019 Operating Budget, as approved by the Finance/Personnel Committee.

**Motion #57-18**

Moved by S. Forbes, seconded by R. Labossiere that the Sioux Lookout Public Library approves the draft 2019 Budget as presented.

CARRIED.

**NEW BUSINESS:**

1. **Preventing Harassment and Violence in the Workplace Policy.**

**Motion #58-18**

Moved by R. Labossiere, seconded by J. Baum that the Sioux Lookout Public Library Board approves the introduction of **Policy C18 – Preventing Workplace Violence And Harassment.**

CARRIED.

**2. Christmas gift cards for staff.**

**Motion #59-18**

Moved by L. Martin, seconded by A. Saltel that the Sioux Lookout Public Library Board approves that the CEO/Chief Librarian will distribute (6) Christmas gifts of \$50.00 each for full-time and part-time staff members and four (4) gifts at a cost of \$25 for student pages and casual staff members. Costs not to exceed \$400.00.

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, December 18, 2018 at 5:30 p.m. in the Community Media Room of the library.

**Motion #60-18**

Moved by A. Saltel, seconded by L. Martin that we do now adjourn at 7:23 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

*Signed copy on file.*