

BOARD MINUTES

BOARD MEETING: #18-04

DATE: THURSDAY, APRIL 26, 2018, 7:30PM

LOCATION: ORO PROGRAM ROOM – DOWNTOWN

Attendees:	R. Duhamel (Chair), A. Mitchell (Vice Chair), R. Romita, M. Sauro, R. Munro, J. Sauerteig
Library Staff:	C. Vanderkruys, L. Jessop
Regrets:	S. Morales, R. Junke, M. Werenich
Note Taker:	K. Bouffard

1. Call to Order and welcomes

The meeting was called to order at 7:37pm

2. Confirmation of Agenda

The amended agenda was confirmed

3. Conflict of Interest

None declared

4. Delegations

There are no delegations for this meeting

5. Board Meeting Minutes

5.1 Adoption of minutes of Board Meeting #18-03 dated March 22, 2018

- **#18-30 SAURO - SAUERTEIG**
THAT the Minutes of Board Meeting #18-03 dated Thursday, March 22, 2018 be adopted as amended. CARRIED

5.2 Business Arising

There is no business arising

6. Deferred Items

- Master Facilities Plan - Library Branch Expansion Needs
- Environment Scan Report/Activity Stats
- Value for Service Delivery
- City/Library Service and Financial Efficiencies – C. Vanderkruys met with Dawn McAlpine, General Manager for the City of Barrie (GM) and Craig Miller, Director of Finance at the City of Barrie to discuss DC bylaws and a ramp up reserve **
- Timeliness of Financial Reports

BOARD MINUTES

- Monthly Expenditures reviewed by the Personnel & Finance Committee
- Library Metrics
- Governance Committee – Purchasing policy guidelines

7. Reports

7.1 Report of the Chair – Verbal Report

- Front Landscaping: The Board directed library administration to provide an update on prioritizing landscaping in the front of the building at the May Board meeting.
- Development Proposal Adjacent to Downtown: The Board directed the CEO to send a letter to the city with comments from the Board regarding the proposal for the new building across from the downtown library. The letter should be sent to Jordan Lambie and copies sent to the City Clerk and the Board.
- Security Meeting: The next meeting to discuss security matters will be held at the City on April 27th. Ray D, Johannes S, Robin M, Lauren J, and Chris V to attend on behalf of the Library.
- CEO P-Card: The Board directed that the CEO's Purchasing card will be reviewed and approved monthly by the Chair/Vice Chair of the Board. The Board will also look to adopt a purchasing policy for P-Card use. The Community & Governance Committee will look into this.

7.1.1 Provincial Funding Acknowledgement

- A letter of appreciation will be sent from the Board for funding for Libraries in Ontario Provincial Government 2018 Budget.

7.2 CEO's Report

- Reviewed highlights of the report
- The HVAC closure date for the Downtown branch has been move to May 15th.

8. New Business

8.1 Financial Statements for March 2018

- A. Mitchell requested that the comments be numbered to correspond to a specific row in the financial statements

BOARD MINUTES

- **#18-31 MITCHELL - SAURO**
THAT the Board receives the financial statements for March 2018. CARRIED
- 8.2 Programming Project Update – Information Only
 - **#18-32 SAUERTEIG - ROMITA**
THAT the Board receives the Programming Project Update report as information only. CARRIED
- 8.3 Strategic Plan Update – Information Only
 - A. Mitchell requested to see completed percentages of initiatives in progress
 - **#18-33 MUNRO - ROMITA**
THAT the Board receives the Strategic Initiatives Update report as information only. CARRIED
- 8.4 Library and Political Elections Policy
 - **#18-36 SAUERTEIG - ROMITA**
THAT the Board approves the Library and Political Elections Policy as amended. CARRIED
- 8.5 Accessibility
 - At an accessibility board meeting, a library patron made a comment to R. Romita that the front of the building is unpleasant. He suggested we have a pickup window for accessibility.
 - We have Visiting Library Services that provides library resources for anyone with accessibility needs.

9. Board Committees

9.1 Community & Governance Committee

- Meeting Dates: Call of the Chair

9.1.1 Consent Agenda

- A report on consent agendas was distributed for the Board to review before the next Board meeting. The Board will vote on adopting a consent agenda in May.

9.1.2 Board Meeting Logistics (Time/Dinner/Location)

- Discussed optional start times for Board meetings with the option to incorporate dinner. The decision was made to continue meeting at 7:30pm.

9.1.3 Board Coverage at Town Hall and All Candidates meetings (provincial and municipal)

- SOLS is working on an elections toolkit that will be distributed to the Board. The Board should commit to one member attending each meeting.

9.2 Personnel & Finance Committee

BOARD MINUTES

- Meeting Dates: Call of the Chair
- Monthly Expenditures

10. In Camera

This portion of the meeting was held in camera

- **#18-34 SAUERTEIG - SAURO**

THAT the Barrie Public Library Board conduct a Closed meeting as the subject matter being considered concerns personal matters about an identifiable individual (Public Libraries Act Section 16.1(4)). CARRIED

- 10.1 Adoption of minutes of in camera Board Meeting #18-03 dated March 22, 2018 – Personal Matters (Public Libraries Act – Section 16.1 (4))
- 10.2 Labour Relations Update – Personal Matter (Public Libraries Act – Section 16.1(4))
- 10.3 Personal Matter about an identifiable individual – (Public Libraries Act – Section 16.1(4))
 - Employee Update
- 10.4 CEO Search – Personal Matter about an identifiable individual – (Public Libraries Act – Section 16.4))

Rise and report

- **#18-35 SAUERTEIG - MUNRO**

THAT the Minutes of in camera Board Meeting #18-03 dated Thursday, March 22, 2018 be adopted as amended. CARRIED

- **#18-37 SAUERTEIG - ROMITA**

THAT the Barrie Public Library Board conduct a Closed meeting as the subject matter being considered concerns personal matters about an identifiable individual (Public Libraries Act Section 16.1(4)). CARRIED

- **#18-38 SAURO - MITCHELL**

THAT the BPL Board authorize the Board Chair to work with the Human Resources Manager (Jane Little) to make an offer of employment to Lauren Jessop to fill the CEO position at a salary of \$135,000 per year. CARRIED

- **#18-39 MITCHELL - SAUERTEIG**

THAT the BPL Board authorize a one-time payment of \$2000 to each Chris Vanderkruys and Lauren Jessop as compensation for their services acting as Co-CEO's. CARRIED

11. Date of Next Board Meeting:



BOARD MINUTES

- Thursday, May 24, 2018 7:30pm, Downtown – Angus Ross Room

12. Adjournment

The meeting was adjourned at 10:20pm

CHAIR

May 24, '18

DATE

SECRETARY

May 24, 18

DATE