

# BOARD MINUTES

**BOARD MEETING:** #19-05

**DATE:** THURSDAY, MAY 23, 2019, 7:00PM

**LOCATION:** DOWNTOWN – ANGUS ROSS ROOM

<b>Attendees:</b>	A. Mitchell (Chair), S. Morales (Councillor) (arrived at 7:03pm), K. Aylwin (Councillor), R. Munro, J. Martin, M. Rao, A. Wiggins, T. Clarke (arrived at 7:04pm)
<b>Library Staff:</b>	L. Jessop, A. Schroeder, K. Barratt, C. Vanderkruys
<b>Regrets:</b>	M. Sauro (Vice Chair)
<b>Note Taker:</b>	K. Bouffard

## 1. Call to Order and Welcome

The meeting was called to order at 7:00pm.

## 2. Confirmation of Agenda

The agenda was confirmed.

## 3. Conflicts of Interest

None declared.

## 4. Board Development

**4.1 Code of Conduct/Meeting Management** – Wendy Cooke, City Clerk/Director of Legislative and Court Services, City of Barrie

This is deferred.

### 4.2 SOLS Governance Workshop Summary

Reviewed highlights from the workshop that T. Clarke and L. Jessop attended. The Board participated in group scenarios and discussed governance best practices.

## 5. Delegations

There are no delegations.

## Consent Agenda

## 6. Board Meeting Minutes

## 7. CEO's Report

## **BOARD MINUTES**

### **8. Financial Statements – January - April 2019**

### **9. Deferred Items**

- a. Environmental Scan Report/Activity Stats
- b. City/Library Service and Financial Efficiencies
- c. Annual Report for the Board and Council (Library Metrics & Value for Service Delivery)
- d. Monthly Expenditures for the Personnel & Finance Committee
- e. Front Entrance Redesign Project
- f. Reserve Funds

### **Agenda**

### **10. Items held from the Consent Agenda**

R. Munro asked to hold the CEO Report from the consent agenda to review some highlights.

**Motion #19-35                      AYLWIN - MORALES**  
**THAT**                      the consent agenda for Board meeting #19-05 dated Thursday, May 23, 2019 be adopted. CARRIED

### **11. Report of the Chair – Verbal Report**

The Master Facilities Plan presentation to council went well. In future, the Chair will send the presentation to the Board in advance.

If a group is interested in the Barrie Dragon Boat Festival (BDBF) but is not associated with a specific charity, they can visit the BDBF website to see the list of charities represented. They can also reach out to the Library who can connect them with a charity to support.

The Chair reminded the Board that they are to act in the best interest of the Library as trustees, especially during Board meetings.

### **12. Board Committees**

#### **12.1 Community & Governance Committee**

##### **12.1.1 Policy Revisions**

**Motion #19-36                      CLARKE - MARTIN**  
**THAT**                      the Barrie Public Library Board approve revisions to the Anti-Spam, Patron Privacy Policy (formerly Privacy Policy) and Corporate Credit Card Policies as recommended by the Community and Governance Committee as amended. CARRIED

## **BOARD MINUTES**

**Motion #19-37      RAO - WIGGINS**

**THAT** the Barrie Public Library Board approve revisions to the Volunteer Policy effective August 1, 2019 as recommended by the Community and Governance Committee. CARRIED

**Motion #19-38      MARTIN - CLARKE**

**THAT** the Barrie Public Library Board approve the new Service Hours Policy as recommended by the Community and Governance Committee. CARRIED

### **12.2 Personnel & Finance Committee**

#### **12.2.1 Audited Financial Statements**

A. Mitchell provided an overview of the audited statements.

**Motion #19-39      WIGGINS - MARTIN**

**THAT** the Board approves the Draft Audit as provided as recommended by the Personnel and Finance Committee. CARRIED

**Motion #19-40      RAO - MORALES**

**THAT** the BPL Board of Trustees approves the appointment of Deloitte LLP as the auditors for fiscal 2019 as contracted by the City of Barrie. CARRIED

### **13 Holly Branch Future Direction**

**Motion #19-41      RAO - AYLWIN**

**THAT** the BPL request staff complete a business plan for review by the Board to implement recommendation 6 of the Master Facilities Plan and to request a delegation to council. CARRIED

### **14 In Camera**

Public Libraries Act – Section 16.1(4) (d) labour relations or employee negotiations

**Motion #19-42      MORALES - WIGGINS**

**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)(d)). CARRIED

#### **14.1 In Camera Board Meeting Minutes**

#### **14.2 Labour Relations Update**

Rise and report

## **BOARD MINUTES**

**Motion #19-43                      RAO - MARTIN**  
**THAT**                      the minutes of in camera Board meeting #19-04 dated Thursday, April 25, 2019 be adopted as amended. CARRIED

### **14.3                      Personnel & Finance Committee**

Public Libraries Act – Section 16.1(4) (b) personal matter about an identified individual

**Motion #19-44                      MUNRO – CLARKE**  
**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)(b)). CARRIED

Rise and report

**Motion #19-45                      WIGGINS – RAO**  
**THAT**                      the BPL Board approve the performance review of the CEO and direct the Chair to meet with the CEO to discuss the evaluation. CARRIED


**Motion #19-46                      WIGGINS – MARTIN**  
**THAT**                      the BPL Board approve a 0.0% pay increase for the CEO to maintain their annual compensation at \$135,000 and direct the Chair to meet with the CEO to discuss the compensation. CARRIED

### **15      Date of Next Board Meeting**

Thursday, June 27, 2019 7:00pm, Painswick – Massie Family Program Room

### **16      Adjournment**

The meeting was adjourned at 9:25pm

  
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CHAIR

June 27, 2019  
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DATE

  
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SECRETARY

June 27, 2019  
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DATE