GRAVENHURST PUBLIC LIBRARY BOARD MEETING MINUTES
Thursday January 11, 2018 at 6:00 PM
Maud Mary Swalm Program Room

Board members in attendance were: Chair Joanne Twist, Vice Chair Dave Hammill, Council Representative Heidi Lorenz, Directors Bryan Blain, Marianne Hoyd, Ardyn Todd and Ralph Culham.

Also in attendance: CEO/Chief Librarian, Julia Reinhart (Recorder).

Regrets: Director Jane Templeton.

Meeting called to order by Chair Joanne Twist at 6:05 pm

1. WELCOME

2. ADOPTION OF AGENDA

   Motion to adopt the agenda as amended with the addition of Agenda Item 10.4 Personal / Identifiable Individual - Staff Member and the addition of Agenda Item 10.5 Personal / Identifiable Individual - Board Member. Moved by Director Culham and seconded by Director Todd. Carried.

3. DISCLOSURE OF PECUNIARY INTEREST

   N/A

4. DEPUTATIONS

   N/A

5. BOARD MINUTES

   Motion to adopt the minutes of December 14, 2017 as presented. Moved by Director Hoyd and seconded by Director Hammill. Carried.

6. CORRESPONDENCE

   N/A

7. REPORTS

7.1 The Chair provided a verbal report on board related meetings and activities she participated in since the December meeting. These included attendance at the Board/Staff gathering on January 8 as well as the agenda setting meeting with the CEO/Chief Librarian. The Chair will also be representing the Board on the newly formed
Gravenhurst Against Poverty Steering Committee.

7.2 The CEO/Chief Librarian provided a written report in the Board meeting package. Some discussion took place regarding the report including: the redesign of the Town’s website; and the First Nation Communities READing Circle. The 135th Anniversary of the Library and 40th Anniversary of the Gravenhurst Archives were discussed as additional topics.

7.3 The CEO/Chief Librarian provided a written finance report in the Board meeting package. There were no questions regarding this report.

Motion to receive written reports as printed and verbal reports as presented. Moved by Director Hoyd and seconded by Director Hammill. Carried.

8. UNFINISHED BUSINESS

8.1 Report from the Building Committee re: Facility/Site Study Update

Committee Chair Hammill indicated the bubble drawings are with the consultants and a costing analysis is currently in process. It is anticipated this information will be available for the February Board meeting.

8.2 Library Accreditation Pre-audit Update

The CEO/Chief Librarian indicated there were no new items for discussion.

8.3 Professional Development Day for Library Staff

The CEO/Chief Librarian circulated a draft program proposal of digital resource training activities for a library staff professional development day and a discussion of the proposal took place.

Resolution 01-2018

BE IT RESOLVED THAT:

The Gravenhurst Public Library Board approve the proposed PD Day program for library staff and the library closure for Friday March 2, 2018. Moved by Director Todd and seconded by Vice Chair Hammill. Carried.

8.4 Vacant Library Board Position

As the position was advertised just prior to Christmas the Chair has asked the Town Clerk to repost the position.

8.5 Strategic Planning for 2018
The CEO/Chief Librarian included an outline of strategic planning items for 2018 in the Board meeting package. The outline was reviewed and the need to complete specific items was highlighted.

8.6  OLBA  Board Member Boot Camp – Sat. Feb. 3, 2018

Director Todd has been registered for the Boot Camp.

9. NEW BUSINESS

9.1  Library Building – Comfort Station for Gravenhurst

Concerns were expressed by Board members about expectations regarding the library as a comfort station and the lack of resources/information available to library staff for after hours’ assistance/accommodation.

10. CLOSED SESSION

Resolution 02-2018

BE IT RESOLVED THAT:

The next portion of the meeting be closed to the public in order to consider personal matters about an identifiable individual pursuant to Clause 239 (2) and (3.1) of the Municipal Act, 2001, C.25. Moved by Director Culham and seconded by Director Blain. Carried.

Motion to move out of closed session at 8:22 pm. Moved by Director Hoyd and seconded by Director Lorenz. Carried.

Resolution 03-2018

BE IT RESOLVED THAT:

The Gravenhurst Public Library Board approve a 1.25% increase to be paid retroactively from January 1, 2018 for the library management staff position of CEO/Chief Librarian. Moved by Director Hoyd and seconded by Director Culham. Carried.

Resolution 04-2018

BE IT RESOLVED THAT:

The Gravenhurst Public Library Board approve a 1.25% increase to be paid retroactively from January 1, 2018 for the following library staff positions:
Moved by Director Culham and seconded by Director Hoyd. **Carried.**

**Resolution 05-2018**

BE IT RESOLVED THAT:

The Gravenhurst Public Library Board approve a $300 per person / per year health spending account (HSA) for all full time library staff positions. Moved by Vice Chair Hammill and seconded by Director Blain. **Carried.**

**12. ADJOURNMENT**

Moved by Chair Twist to adjourn the meeting. Time 8:26 PM

**13. NEXT MEETING: Thursday February 8, 2018 at 6:00 PM**

[Signatures]

Chair

Recording Secretary