



**BRUCE COUNTY**  
PUBLIC LIBRARY

**Minutes  
of the  
Bruce County Public Library Board Meeting  
September 21<sup>st</sup>, 2011  
10:00 a.m.  
County of Bruce Administration Building  
Brockton, Ontario**

**A. Meeting called to order.**

The meeting was called to order at 10 a.m.

**B. Welcome and Introductions.**

The Chair welcomed members to the meeting.

**C. Attendance**

Present: **Mitch Twolan**, Chair, County Councilor  
**Patricia Symon**, Citizen Trustee  
**Lynn Sawatsky**, Citizen Trustee  
**Mike Smith**, Warden County of Bruce  
**John Michaluk**, Citizen Trustee  
**Joan Harrison**, Citizen Trustee

Absent: **Les Nichols**, Vice Chair

Staff: **Marzio Apolloni**, Director  
**Lorraine Noseworthy**, Financial Secretary

Moved by: Joan Harrison  
Seconded: Mike Smith

**Resol# 47-11**  
Minutes

That the following members be excused from the meeting:

Les Nichols, Vice Chair

Carried.

**D. Declaration of Pecuniary Interest.**

The Chairman reminded members to declare any pecuniary interest.

**E. Minutes June 22<sup>nd</sup>, 2011**

Moved by: Patricia Symon  
Seconded: Joan Harrison

**Resol# 48-11**  
Minutes

That the minutes of the June 22<sup>nd</sup>, 2011 meeting, be accepted as presented.

Carried.

### **Business Arising**

Will be covered in the Director's Report.

#### **F. Report of the Chair**

The Chairman reported on a meeting of an economic development committee, a joint Bruce/Grey effort. They will be hiring a consultant who will be talking to the major stakeholders. The Chairman asked that the Director of BCPL make himself available to talk to the consultants regarding public libraries and economic development. This may be an opportunity to get libraries, particularly in Grey County, to work together. The discussion of closing libraries in Toronto illustrated the importance of public libraries to communities and economic development.

John Michaluk asked if there would be public meetings regarding the economic development committee. The Chairman indicated that the logistics are currently being worked out.

Moved by: Patricia Symon  
Seconded: Lynne Sawatsky

**Resol# 49-11**  
Chair Rpt.

That the Chairman's report be accepted as presented.

Carried.

#### **G. Director's Report**

##### ***Warton Branch***

The Warton Branch had to be closed for a few days due to fumes from the process to clean the carpets. Branch Supervisor Clare Drury acted quickly and properly in doing so. The branch was closed until it was determined that the air was clear and clean enough for staff and patrons. I would like to believe that the County's ongoing emphasis on safety in the workplace, through training and communication, had a role in Clare's quick decision to keep everyone's safety first in mind. A note has been sent by our Branch Supervisor to the Municipal Department responsible for carpet cleaning, to consider an alternative to chemical cleaning as well as to improve communication with the tenants of the facility in Warton.

##### ***Library Automation Update***

During my tenure as President of the Ontario Library Consortium, the OLC identified a way in which we could expand the service from the current vendor while reducing annual costs. At the risk of many eyes glazing over because of the technical aspect of this...I will try to explain in any case.

Currently all member library databases reside in a server in Toronto. In that server is a large hard drive which has been divided virtually by library system. Thus we had 24 'separate' library databases. This has created a number of problems. For example when we purchase or upgrade modules the OLC is in fact treated as a group of 24 individual libraries...not as a consortium. The upgrade from iBistro to Enterprise has illustrated this

to us. So, as far back as 3 years ago we began negotiations with SIRSI-DYNX to convert from "24 instances" to a "single instance". One of the interesting by-products of the new database architecture will be the ability to open channels between library systems to facilitate things like – a single library card for Huron and Bruce Counties. The replacement for iBistro, Enterprise, will also provide a portal for all OLC libraries into Facebook.

The cost quoted back then was astronomical. But as of a few weeks ago, the new quote is a fraction of the original figure. In fact, Bruce County can fund it's share from current special reserves. Suffice it to say, I was extremely pleased and excited (I know...only a librarian would be). A meeting will be held October 24th at Kempenfelt, with C.E.O's or their alternates, to make a binding decision. I am in favor of this move to a single instance, also called a union database, primarily because of the opportunities it can provide while bringing down our annual costs.

### ***Provincial Special funding via SOLS***

This spring I reported that Bruce County will be receiving approx \$15,000 one time grant from the Province, via SOLS. We were asked if we wanted a cheque for the full amount or to allow SOLS to refund the library based on actual invoices. We asked for the money. Unfortunately it cannot be used for things like a new van purchase (which will be the primary focus of the next topic in my report today). We are considering using this grant to purchase downloadable audio books, much like what we do with eBooks. The criteria for this grant will allow us to do this.

### ***Capital Forecast***

In preparing for the 5 year forecast, I had initially determined that no changes would be anticipated. But based on the activity we have witnessed with delivery of material, I would like to move/accelerate the purchase of a new van from 2013 to 2012.

### ***Records Management***

The library, together with all the other county departments, are participating in a records management exercise which will see a rationalization of how files of every kind are stored, disposed of, and retrieved. This is an attempt to establish consistency across the county and will eventually find it's way to electronic records as well. Library HQ was the first 'office' outside of the County Admin building to be subjected to this review. In a nutshell, we liked it. Lorraine has been more intimately involved in the process and I'd like her to share with you her thoughts on this.

### ***Senior's Portal***

The Senior's Portal was finally unleashed on the public at the September session of County Council. Of course Warden Mike Smith already knew that! It was well received, generating a couple of suggestions to improve the site. Over the summer a couple of students were hired to 'populate' the website with data, using the funds provided through the initial senior's portal program. The responsibility for keeping the information up to date, including adding new data, was given over to the local municipalities. The website itself will continue to be hosted by the county and the IT folks will be monitoring it. Funds are now being expended for that purpose as well.

As a result of the roll out of the site, I have been contacted by a number of interested people representing municipalities outside of Bruce County. As well, I talked to the Content Coordinator of Public Education and Awareness, of the Ontario Seniors

Secretariat, Jean Toh. They are keen to somehow link the data on the website to add or supplement what we know have on our portal. I've passed on the pertinent information to the IT folks.

### ***Senior Homes Annual Training***

We've been asked to provide a 20 minute presentation to the Senior Homes staff during their annual training sessions. The presentation will show how you can use the library for ongoing training and education, featuring how the library can and does facilitate lifelong learning. This will take place September 28, 29th, and October 4th and 5th.

### ***Personnel issue – WSIB etc (in-camera)***

This will take place at the end of the Director's Report.

### ***New Hires***

Heather McCarron is the new Assistant Supervisor for Chesley/Paisley/Tara. The clerk replacement will be posted today, as per the collective agreement.

We are currently in the process of hiring CAP students for Chesley, Kincardine, Lucknow, Port Elgin, & Wiarton.

### ***Fall Workshop***

The workshop will be held October 31st (date may be changed). We are hoping to get SOLS to do a session on Overdrive & County IT to talk about social networking.

### ***Supervisor's Meeting***

The meeting, taking place September 26th, will have Donna Van Wyck, Deputy Clerk of the County of Bruce, talking about Records Retentions as well as conducting a workshop on the topic.

Moved by: Mike Smith  
Seconded: Lynne Sawatsky

**Resol# 50-11**  
Direc. Rpt.

That the Director's report be accepted as presented.

Carried.

Moved by: John Michaluk  
Seconded: Joan Harrison

**Resol# 51-11**  
In Camera

That the Board enter into an in-camera session at 11:15 a.m. to discuss personnel issues.

Carried.

Moved by: Joan Harrison  
Seconded: Patricia Symon

**Resol# 52-11**  
In Camera

That the Board come out of in-camera session at 11:30 a.m.

Carried.

Moved by: John Michaluk  
Seconded: Patricia Symon

**Resol# 53-11**  
Union Dbase

That the Board approve the Director's recommendation to move the library database to a union database for the library automation system.

Carried.

Moved by: John Michaluk  
Seconded: Patricia Symon

**Resol# 54-11**  
Capital Forec.

That the Capital forecast be amended to purchase a van in 2012, and to include the new IT forecast figures when available.

Carried.

#### **H. Assistant Director's Report**

With the absence of the Assistant Director, the Director included information in his report normally provided by the Assistant Director.

#### **I. Clerk-Treasurer County of Bruce**

Bettyanne Cobean, Clerk-Treasurer of the County of Bruce, presented and commented on the report to the Board by Susan Petrick, Deputy Treasurer. Susan could not attend today.

Moved by: Joan Harrison  
Seconded: John Michaluk

**Resol# 55-11**  
Clerk-Treasurer

That the report of the Clerk-Treasurer of the County of Bruce be accepted as presented.

Carried.

Board members expressed their appreciation to the Clerk-Treasurer for attending the meeting. They indicated that it was very helpful and informative. They suggested that similar meeting take place in the future, perhaps quarterly or semi-annually.

#### **I. Correspondence**

None to report.

#### **J. Other Business**

Members continue to express their concern for the Assistant Director and wish this to be reflected in the minutes.

The Director read a prepared statement:

*I wish to inform you of my plan to retire as C.E.O./Director of the Bruce County Public Library Board. This will be effective March 31st, 2012. I came to this decision after a lot of thinking and discussion with my family. Considering my personal goals and my personal journey, I believe that I have made the right decision and at the right time. While my last official day will be March 31st, 2012, I will have vacation time to use up*

*which will mean I will leave sooner than March 31st. Though it is time for me to retire, it is an opportune time for someone else to lead the library to greater heights, as it is time for me to take myself along a different path as an individual.*

*I started with the Bruce County Public Library in 1988, working here for almost 23 years. Prior to that, I spent some time running a small library in Northern Ontario as well as working in the Library School at the University of Western Ontario. Thus, as of 2012, I will have spent 30 years in public service, primarily in the library field. During that time, I have seen incredible change and progress. I have also witnessed terrible things done to libraries in the name of political expediency, and yet witnessed a corresponding resurgence. Rest assured, I will remain vocal, and will continue to work through the various organizations, to help achieve appropriate levels of funding for public libraries from the Provincial Government.*

*I am recommending that the Board and Council consider a succession plan which would see Ken MacLeod, currently the Assistant Director, appointed as Acting Director just prior to my leaving, and then later confirmed in that position as Director and C.E.O. of the Bruce County Public Library Board. Ken can very easily step in with little or no disruption, maintaining continuity. He has built a good rapport with both the Board and staff, is appreciated by County of Bruce department heads, and he is well respected by his colleagues throughout Ontario.*

*The past ten years have seen Ken grow in all aspects and our automation success is due primarily to him. He will then have the opportunity to choose an Assistant Director who, as Ken has been for me, will be an integral part of being the head of the organization; inseparable; my right and left hand. My fondest wish is that my entire career could have been like the last ten years.*

*I have given the library my best over the years and I am proud of our accomplishments. Proud in the sense that I alone cannot claim any credit, but working together we all share in those successes. I have always viewed our staff as 'co-workers', and I hope the open door atmosphere and sense of 'ownership' by all remains the same even after my departure.*

*I ask that you consider a few things:*

*1) that I may be able to continue to guide, in some way, the Bruce Remembers project. I would love to continue to build the database as well as revamping the website; and*

*2) that I be considered, should an opportunity arise, if there is a need for someone to represent & voice the needs of rural libraries in Ontario.*

*I will forever be grateful to the Board and County Council for having given me one of the greatest opportunities of my life, to be a part of the accomplishments and the great times we have had over the years.*

*M. Apolloni, C.E.O.  
Director of the Bruce County Public Library*

The Director indicated he will be delivering a similar report to County Council in October, without the sections pertaining to the proposed succession plan. The Chairman asked Board members to keep this information confidential until the Director delivers his report to County Council. A media release will also be prepared for that day (October 6<sup>th</sup>, 2011).

**K. Adjournment**

Moved by: Patricia Symon  
Seconded: Lynne Sawatsky

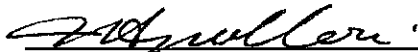
**Resol# 56-11**  
Adjournment

That the meeting be adjourned, to meet again October 19<sup>th</sup>, 10 am, Library  
Headquarters Building.

Carried.



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Chairman



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Director