



BRUCE COUNTY
PUBLIC LIBRARY

**Minutes
of the
Bruce County Public Library Board Meeting
December 14th, 2011
10:00 am
Bruce County Public Library HQ
Saugeen Shores, Ontario**

A. Meeting called to order.

The meeting was called to order at 10:00 p.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
Les Nichols, Vice Chair, Citizen Trustee
John Michaluk, Citizen Trustee
Joan Harrison, Citizen Trustee

Absent: **David Inglis**, Warden County of Bruce

Staff: **Marzio Apolloni**, Director
Ken MacLeod, Assistant Director

Moved by: Les Nichols
Seconded: Patricia Symon

Resol# 73-11
Attendance

That the following members be excused from the meeting:

Warden David Inglis

Carried.

Moved by: John Michaluk
Seconded: Lynne Sawatsky

Resol# 74-11
Confirmation

That David Inglis, as the Warden of the County of Bruce for 2012, be recognized as the replacement for Mike Smith, 2011 Warden of the County of Bruce.

Carried.

D. Declaration of Pecuniary Interest.

The Chairman reminded members to declare any pecuniary interest.

E. Minutes November 16th, 2011

Moved by: Les Nichols
Seconded: Joan Harrison

Resol# 75-11
Minutes

That the minutes of the November 16th, 2011 meeting, be accepted as presented.

Carried.

Business Arising

No business arising.

F. Report of the Chair

The Chairman reported that he was pleased to be returning to the Board as Chair for the coming year. He believed that with the transition in leadership consistency was important. He asked the Board to consider returning to the standard times for Board meetings of 10 am (or 9:30 am if need be) on the third Wednesday of the month. An afternoon meeting conflicts with other engagements (for a number of board members as well). Board members agreed.

Moved by: Patricia Symon
Seconded: Joan Harrison

Resol# 76-11
Chair Report

That the Chairman's Report be accepted as presented.

Carried.

G. Director's Report

1) Library C.E.O.

The day following the November Board meeting, I communicated the wishes of the Board (to have an open competition for the position of C.E.O.) to the Human Resources department. Steps were immediately taken, considering the tight time frame.

- a) The position job description was reviewed and amended. It was then submitted to the HR department and reviewed and approved at that level (including approval by the C.A.O.)
- b) The job ad was drafted and reviewed for approval. The ads were then placed/ submitted to the following papers/websites/job sites:
 1. Owen Sound Sun Times
 2. Workopolis
 3. Municipal World Website
 4. Ontario Library Association website
 5. County of Bruce website
- c) The closing date was December 9th. The submissions are currently being reviewed by HR and are being scored according to the minimum requirements for the position. Once that is completed, the applications will be forwarded to me,

- after which a decision will need to be made as to who & how many applicants to interview, and to determine if a second interview is required. A meeting prior to the interviews will probably be needed by the selection committee to review this.
- d) Interview questions are being developed by HR, based on the Job Description, the job ad, and my input and experience. This will ensure that the process takes place in a manner which adheres to the appropriate laws, regulations etc.

2) Job Description (C.E.O.)

As I just indicated, the Job Description for the position of C.E.O. was just reviewed, amended and reviewed by HR and the County C.A.O., as per County policy and procedures. The changes were updates in the language, wording, and some functions. All that remains is approval from this Board to finalize.

3) Branch Rent Agreement

I circulated the final draft of the agreement which I believe reflects what we believe is in the best interests of the local municipality and the library board. I will be asking the Treasury department to review this document to make sure we did not miss anything. Once that is done, it will need to be approved by the Board, and then recommended to County Council. We will need assistance to determine the next best steps; as such I will be calling on Clerk Treasurer Bettyanne Cobean who has expertise in this area. It is my belief that once Council approves it, then each municipality will need to sign it.

4) Walkerton Branch Renovations

The renovations are ready to proceed and funding is being provided through Trillium and the municipality of Brockton reserves. It will have a very positive impact on the working conditions of the staff and security for the space we occupy. I have provided you a floor plan showing the proposed end result. Tracey Knapp, Branch Supervisor, should be commended for her diligence in ensuring the changes are in line with the library's mandate.

5) Donations

We received donations from the Sauble Sandpipers (\$500), copies of which I previously circulated. As well, the Kincardine and District Lion's Club covered the cost of some much needed furniture. I've provided you a well crafted request written by our 'new' Assistant Supervisor Carolyn McKeeman in Kincardine.

Moved by: Lynne Sawatsky
Seconded: Joan Harrison

Resol# 77-11
Direc. Rpt.

That the Director's report be accepted as presented.

Carried.

A discussion ensued regarding the job description. The Director indicated that it reflects the dual nature of the position: as a C.E.O. of a corporation as defined under the provincial Library Act; and an organizational title "Director" for the purposes of the

County of Bruce. The Director also reminded John Michaluk and members in general, that this Board has officially adopted all policies and procedures of the County of Bruce with regards to human resources and finances, and to a greater extent, organizational. Simply put, as long as it does not contravene the Library Act, it will be considered. He further indicated that the success of the library has been predicated on that kind of arrangement.

The Director indicated he will be asking the Director of Human Resources to call a meeting of the selection committee to review the process, questions, dates, and submissions. According to County policy and procedures, the Director of Human Resources will be leading the committee during interviews.

Members suggested that the Branch Rent Agreement include reference to accessibility. The Director indicated he will make those changes as well as asking County Purchasing to review the document to ensure it's inclusiveness.

Moved by: Les Nichols
Seconded: Lynne Sawatsky

Resol# 78-11
Job Desc.

That the Job Description for the Bruce County Public Library C.E.O./Library Director be approved.

Carried.

H. Assistant Director's Report

1. KULT Meeting Report

Cataloguer Christine Wood and the assistant Director attended this meeting and found valuable information in every portion of it.

Of particular interest was a Library 2.0 session that outlined how certain social networking software opens doors to libraries in the form of online marketing and the provision of useful web 2 sites and information to patrons (writers, artisans, artists and businesses).

Successful libraries will be taking advantage of Facebook, Flickr, Youtube and other sites to promote their services, conduct new forms of communication with patrons, and attract non-patrons.

Keys to success include high quality content and careful organization and updates. Web 2 sites and software will allow us to engage patrons in new ways, help promote innovation and creativity in Bruce County, and take control of the marketing of the BCPL's "story".

2. Fall Staff Workshop Report

The attached workshop survey summary offers both the assessment of the day from our workers and their ideas of what should be covered in the future. .

3. December Supervisors' meeting Report

A supervisors' meeting took place on Monday, December 12, 2011. Agenda items included e-resources, item exchanges (monthly shipments of items from branch to branch), 2112 budget, labour management issues, workflows and other computer issues, and a branch roundtable discussion.

Of particular interest was a widespread complaint about poor workflows connectivity and the adverse affect this is causing work at the circulation desks on all locations except Port Elgin Branch and HQ. Management promised to work with the IT department immediately to correct this trouble.

4. Marketing

Please find copies of Saugeen Shores Community Guide, Saugeen Shores, and Grey Bruce Kids. (copies were distributed to the Board)

Moved by: John Michaluk
Seconded: Joan Harrison

Resol# 79-11
Asst. Dir. Rpt.

That the Assistant Director's report be accepted as presented by the Director.

Carried.

I. Correspondence

- 1) \$500 cheque from the Sandpipers of Sauble Beach.
- 2) Letter from Kincardine Assistant supervisor to Kincardine & District Lion's Club

J. Other Business

The Director indicated that library cards have now been issued to all County of Bruce employees

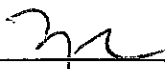
K. Adjournment

Moved by: Les Nichols
Seconded: Joan Harrison

Resol# 80-11
Adjournment

That the meeting be adjourned. The Board will meet again January 18th at 10 a.m. at Library Head Quarters.

Carried.



Chairman



Director