



BRUCE COUNTY
PUBLIC LIBRARY

**Minutes
of the
Bruce County Public Library Board Meeting
June 22nd, 2011
10:00 a.m.
Tobermory Branch
Northern Bruce Peninsula, 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
Les Nichols, Vice Chair

Staff: **Marzio Apolloni**, Director
Clare Drury, Branch Supervisor
Lorraine Noseworthy, Financial Secretary

All Board members were present.

D. Declaration of Pecuniary Interest.

The Chairman reminded members to declare any pecuniary interest.

E. Minutes May 25th, 2011

Moved by: Les Nichols
Seconded: Joan Harrison

Resol# 38-11
Minutes

That the minutes of the May 25th, 2011 meeting, be accepted as presented.

Carried.

Business Arising
(see reports)

F. Report of the Chair

Moved by: Patricia Symon
Seconded: Lynne Sawatsky

Resol# 39-11
Chair Rpt.

That the Chairman's report be accepted as presented.

Carried.

G. Director's Report

1. Accreditation – Update

On June 8th and 9th Helene Golden visited Bruce County Public Library to conduct a Pre-Accreditation audit. There were two phases to the visit. The first was to determine the existence and extent of policies and procedures. That took place on the first day. The second part concerned the physical status of the branches, including open hours, staffing, accessibility etc. We visited 6 branches: Sauble, Tara, Chesley, Ripley, Kincardine, & Tiverton. Helene will be visiting the remaining branches on her own, later on in the next month, after which a more detailed report will be generated.

I anticipated that our biggest hurdle would be the issue of policies...or the lack there of. And such was the case. We would not attain accreditation today, not because of bad practice and procedures, but because of lack of formal policies. The first step to prepare for actual accreditation is to establish and approve the appropriate policies, which can be up to 20 in number. For the purposes of accreditation, I will be developing these policies using templates provided by Helene through SOLS. They will be brief and not particularly content rich. I will be working with Helene in developing these policies. Once they are completed I will provide them to the Board for consideration, very much like an omnibus motion. Once accreditation is done/achieved, the Board can then revisit them through a policy committee to delve deeper into the issues.

I had a brief discussion with the County C.A.O. Wayne Jamieson regarding these policies. I will ensure that they reflect the close relationship we have with the County of Bruce, which will include referring to County Policies from within Library Policies, or even replicating the wording. This will be an important exercise, to entrench what the Board and County Council believes to be an important relationship, long after we are gone.

Needless to say, I will be busy writing and re-writing.

2. Auditor's Report (motion to receive)

I had forwarded to you, and provided today, the auditor's report for the Library for the year 2010. As you will notice, the PSAB format of accounting is used by the accountants, incorporating the amortization of tangible assets. Having said that, page 9 will show how we ended the year, with a surplus of approx \$20,000.

While a motion is not required to accept the report, a motion to receive it may be more appropriate. The report will then be forwarded to the Ministry of Tourism and Culture as part of our submission for the Annual Report for provincial funding.

3. Board Report to County Council, July 7th, 2011 (see correspondence)

I have prepared a Library Board report for the July session of County Council. Normally the reports are not read if they are received ahead of time. But the Chairman may consider reading it, particularly since the press and members of the public will be there. Also attending will be the two staff who graduated with Advanced Excel Certificates, and recognizing them verbally would be most appropriate. Accompanying the staff will be Ellen Kerr, their immediate supervisor & Ken Macleod. I felt it was important that she attend an event in which her staff is recognized.

4. Lawyer Request (see correspondence)

We received a fax, requesting information so the Bruce County Public Library can be included in an individual's will. To confirm this communication was not bogus I phoned the law firm. The lawyer could not share with me any other information. As you can see, I responded as per his instructions. We wish his client the best of health...but perhaps not too good.

5. Letter of thanks re: staff Tobermory Branch

The letter speaks for itself, and the Board should recognize the great job that Kathryn Hauck is doing for us here.

Moved by: Patricia Symon
Seconded: Mike Smith

Resol# 40-11
Direc. Rpt.

That the Director's report be accepted as presented.

Carried.

Moved by: Joan Harrison
Seconded: Les Nichols

Resol# 41-11
In Camera

That the Board enter into an in-camera session to discuss personnel issues.

Carried.

Moved by: Patricia Symon
Seconded: Mike Smith

Resol# 42-11
In Camera

That the Board come out of in-camera session

Carried.

John Michaluk asked about the need to use the PSAB method of accounting. The Chairman pointed out that is a requirement of all municipal governments to do so, particularly the auditor's statement. Monthly statements, for the purposes of the Library Board, can be formatted as was done prior to PSAB. The Director informed the board that monthly statements will soon become available in the format used during budget presentations. The Chairman and the Warden recommended that a person from Treasury attend the next meeting to provide information regarding PSAB.

Moved by: Les Nichols
Seconded: Mike Smith

Resol# 43-11
Auditor's Rpt.

That the Auditor's Report for 2010 be received.

Carried.

H. Assistant Director's Report

With the absence of the Assistant Director, the Director provided a synopsis of the report, which was previously circulated.

1. June Branch Supervisors' Meeting

Branch supervisors gathered at the Bruce County Museum for one of their quarterly meetings on Monday, June 13.

They watched a demonstration from Nancy Reinhart (Bruce County Social Services) and Joanne Weber (seconded to Bruce County Social services from the Huron County Social Services Department). The demonstration showed how Social Services are offering online applications and determination of eligibility to their clients in Bruce County. Library public access computers have been set up by the IT Department to be used for these purposes free of charge.

The supervisors then toured the Museum in order to see changes made to their displays over the past year. This summer having a Library-supplied voucher will enable an adult who pays for their admission to bring one child into the Museum free of charge.

Other, slightly less exciting, items on the agenda include a 2001 budget update, a discussion about workflows circulation procedures, our new Internet coupons, an exhortation to the supervisors to send information to Shirley M. for the website, new features coming in our future online catalogue (Enterprise), and a roundtable of branch news.

2. Southampton Town Hall Renovations

Director Marzio Apolloni and Assistant Director Ken MacLeod met on Tuesday, June 14, 2011 with Saugeen Shores staff (Mike Myatt and Jayne Jagelewski from Community Services and Municipal CAO Larry Allison). The purpose of the meeting was (from the Town's point of view) to encourage the Library to propose ways that a major renovation to the Southampton Town Hall might influence plans (over the next five years) to also renovate the Southampton Branch Library.

The Library is very interested, of course, in being a leading part of any refreshed and popular cultural centre in downtown Southampton. There are also limitations in the present Southampton Branch Library that could be alleviated as part of the Town Hall renovation.

Joining the Branch to the Town Hall with a new main entrance located on High Street between the two buildings and then sharing the upper floor Hall area for a new range of children's programmes is one promising notion. Shared accessible washrooms are another possibility.

The Library agreed to provide Saugeen Shores with a document outlining how we think that the renovation of the Town Hall could be meshed with the Branch renovations to help meet the Library's goals and help the municipality see a

increased use of the upper level "Hall" portion of the Town Hall (through h Library programming) and cost savings through the shared use of features such as staff areas or washrooms..

3. Marketing

Please find attached media releases for our new internet coupons and for our upcoming logo launch and book sale.

The Library is forming a committee of staff and members of the public who will make improvements to our website. Community input will provide much of the content for these improvements and the committee's job will include acquiring that community input.

4. Personnel

Two casual part-time clerks were hired for Kincardine, Tiverton and the Saugeen Shores branches (Jennifer House, Caitlin Smith and Lisa Luscombe).

Carolyn McKeeman is the new Assistant Supervisor in Kincardine. The hiring of a new Assistant Supervisor in Paisley, Tara and Chesley is delayed as a result of a WSIB intervention. Director Marzio Apolloni will discuss this issue with the Board.

Moved by: John Michaluk
Seconded: Joan Harrison

Resol# 44-11
Asst. Direc. Rpt.

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

Carried.

I. Branch Supervisor's Report

The Branch Supervisor introduced Assistant Branch Supervisor, and provided a brief tour of the branch.

J. Correspondence

- Southern Ontario Library Service – Advanced Excel graduates

The Director indicated that Heather McCarron and Connie Bohnert, will be recognized at the summer session of County Council for successfully completing the Advanced EXCEL program. Both staff are the first in Bruce County Library, and are part of the first co-hort in Ontario, to have done so.

- Emily Crocco, Ottawa, Ontario

A thank you letter regarding treatment over and above the call of duty by Katie Forbes, in Tobermory Branch.

- J. Robert Gibson, Barrister & Solicitor

Fax requesting information in order to be included in a will for the solicitor's client. That information has already been supplied.

- Friends of Canadian Libraries, Gabriele Schreiber Friends of the Year Award for 2010

Letter from the Friends of Canadian Libraries announcing the Tobermory Friends of the Library as this year's recipients of the Gabriele Schreiber Friends of the Year Award for 2010. It was emphasised by the Board this was a prestigious national recognition.

K. Other Business

Tobermory Friends of the Library (early in the meeting)

The Chairman welcomed representatives of the Tobermory Friends of the Library and congratulated them on receiving the Gabriele Schreiber Friends of the Year Award for 2010. The Chairman impressed upon them the importance of this national award. The Friends thanked the Board for inviting them to the Board meeting, to be recognized in person.

Joan Harrison (Port Elgin Friends)

At the meeting before the June Annual meeting there were not enough people willing to fill the Executive slate meaning that the group would fold. After a discussion it was agreed that if the meetings were fewer (still within the constitution) the current panel would stay and I put out a call to someone who I thought would be Tres. and she agreed. Results: group keeps going (for Now)

Patricia Symon (Sols Report)

Patricia could not attend the June 11th SOLS Service Board meeting but was able to attend the Trustee Council Meeting.

Trustee Council meeting

- West Grey is currently going through a pre-audit, just as Bruce County did. They are still going through post-amalgamation issues and trying to eliminate barriers to working as a system.
- Meaford had a 19% budget increase approved.
- Hamilton circulation is up 4.7% and digital downloads are up 80%
- Grand Valley is conducting a "One Book, One County".

Facilities:

- Middlesex County – multi-use facility in Komoka
- Barrie – new branch in the south end with two other new branches in the planning stages all due to use and population pressures
- Waterloo – a new branch is to open this fall
- Blue Mountains- Planning to expand the library, property next door purchased.

Partnerships:

- Clearview looking for reciprocal borrowing agreement with Collingwood. They already have an agreement with Grey Highlands.

Programming:

- Waterloo Region Wii program for seniors has been very successful.

Staffing:

- Middlesex County will be losing their C.E.O. in the new year. Succession planning is in place and the new people are already on the job being trained.

Strategic Planning:

- A number of libraries within the group are reviewing and updating their current plan. In a number of cases this will be the first time in developing a plan.

Technology:

- Georgian Bay Township- upgrading to Symphony (same as Bruce & OLC members)
- Owen Sound Public Library – also upgrading to Symphony (once more, same as Bruce. Is an OLC member)

The Trustee Council Meeting Notes can be found at this link:

<http://www.sols.org/librarydev/networking/trusteecouncils/index.htm>

The SOLS Service Board meeting minutes can be found at this link:

<http://www.sols.org/aboutsols/Board/minutes/>

Moved by: Les Nichols
Seconded: Joan Harrison

Resol# 45-11
Direc. Rpt.

That the SOLS Report by Patricia Symon be accepted as presented.

Carried.

L. Adjournment


The Chairman and Warden recommended that the next meeting be held at the County Administration building to allow Treasury staff to attend the meeting to provide information regarding the PSAB method of accounting.3

Moved by: Joan Harrison
Seconded: Patricia Symon

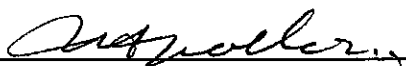
Resol# 46-11
Adjournment

That the meeting be adjourned, to meet again September, 10 am, County Administration Building.

Carried.



Chairman



Director