



BRUCE COUNTY
PUBLIC LIBRARY

**Minutes
of the
Bruce County Public Library Board Meeting
November 16, 2011
12:00 p.m.
Bruce County Public Library HQ
Saugeen Shores, Ontario**

A. Meeting called to order.

The meeting was called to order at 1:30 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
John Michaluk, Citizen Trustee
Joan Harrison, Citizen Trustee
Mike Smith, Warden County of Bruce

Staff: **Marzio Apolloni**, Director
Ken Macleod, Assistant Director
Wayne Jamieson, C.A.O. County of Bruce
Lorraine Noseworthy, Financial Secretary

Warden Mike Smith presided over the meeting until the arrival of Chairman Mitch Twolan.

D. Declaration of Pecuniary Interest.

The Acting-Chairman reminded members to declare any pecuniary interest.

E. Minutes October 19th, 2011

Moved by: Lynne Sawatsky
Seconded: Joan Harrison

Resol# 64-11
Minutes

That the minutes of the October 19th, 2011 meeting, be accepted as presented.

Carried.

Business Arising

No business arising.

F. Report of the Chair

With the absence of Chairman Mitch Twolan, there was no report.

G. Director's Report

Chairman Mitch Twolan and Board Member Les Nichols arrived. Warden Mike Smith vacated the position of Acting-Chair.

1) Tara – Mould Report – Report and update

Earlier this year the Board directed me to get the basement and the upper floor tested before we consider occupying the basement in Tara. The results show that the work done thus far has not dealt with the mould problem. The levels in the basement are such that no one should be down there. Consequently the levels in the space we occupy upstairs are elevated.

We determined that the elevated levels upstairs were due to the basement door being un-sealed after the work done on the outside corner of the building. Clearly unsealing the door was premature. We have had the door resealed with appropriate signage. Coincidentally the carpets were also being cleaned (for the first time in many years), and we believe this will help reduce or eliminate the mould level in the library. I contacted Mayor Paul Eagleson and discussed this with him. I also shared with him the report. He shared with me the idea of removing all material from the basement, stripping it to the cement. The source of the moisture has to be determined and stopped. The basement will then be treated and dried, after which the board can decide, after testing, whether or not to occupy the basement. I have asked for some clear direction from the municipality on this, for this board meeting, and I have not received any yet.

I shared this information with our staff in Tara, to show what we have done and will continue to do to ensure the work place is safe.

2) Pay Equity Maintenance – Update

The Pay Equity Committee met on Sept 22 to evaluate the Technical Services Clerk position. It was recommended to Corporate Services Committee that the rate of pay be adjusted effective February 1, 2011. Corporate Services Committee agreed to recommend to County Council for final approval. That took place November 3, 2011. The adjustments have already been made.

3) Pre-Accreditation Audit

While it may seem overwhelming, I think it is important for the board to see the detailed reports regarding the pre-accreditation audit. While the creation of policies (i'm working on those) is important, there are issues in the branches themselves. I'm not going to read the thing to you! I'm waiting for a summary which will recommend the points to address. I should be receiving it shortly.

4) Overdrive Statistics

The two documents show circulation of ebooks (the smaller graph) and all e-resources (the bigger graph). The use is increasing exponentially thus making our move into that field very much appropriate.

5) Financial Statement/Review (as of Sept/11)

As I indicated in my email to you, this statement is only a few weeks older than the one reviewed in September. As such there are few changes.

6) Report to County Council, Nov. 3rd/11

Every year Council very graciously plays the Library Remembrance Day video. This year I provided an introduction to the video when I came across a WW1 soldier from Walkerton who died on Nov. 11th, before Nov. 11th was considered a special day. That soldier was also related to McRae of 'Flanders Fields'

7) Succession Plan

In September I stated:

"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."

I need to put my succession plan/recommendation before you for consideration, because we are running out of time. I could conceivably be out of the building by the first week of February. Meanwhile a number of tasks need to be completed before that time, not the least of which is the budget. I know at the last board meeting some members remarked that we still have some time. In fact we do not. Ken needs to be doing some of the key tasks, such as the budget, now. Of course with my guidance and help. It makes no sense at all for me to prepare a preliminary budget, and then leave Ken to present and defend it. He has to make it his own, with an understanding that should become second nature. When I started in 1988 I had nothing and no one to assist me. There was no transition, just a file cabinet. I would not wish that on anyone. And we have an opportunity here. Middlesex County Library has such a plan in place with the current library C.E.O. leaving the same time I am. Lambton did something in a similar vein. Thus there are precedents. Of course a major factor in this is Ken's health. I believe that it is up to Ken to tell us, to tell you what his situation is or can be. You cannot fault Ken for being too honest, truthful and upfront regarding this or any situation. That aspect of his character is also one of his more endearing qualities, which I believe has and will continue to serve the Board and the Library well. Consider what he has done since returning to work. I don't think I need to remind the Board of my health concerns, dealing with chronic constant pain. I hope it did not affect my work, but I also knew my limitations, which is one of the reasons why I stepped back from the position of the Chair of the Federation and the OLC. But I was able to do that and more because of my assistant.

Should you approve the plan, the next step is to look for an Assistant Director for Ken. This is a pivotal position thus great care should be taken. Consider what it did for me, and what it can do for Ken, particularly in the long term. I know, since receiving the award earlier this year, many have expressed an interest in joining the Bruce County Library team. We now have a cachet, a provenance we should take advantage of now.

The decision belongs to you, the Board. And you have my strong recommendation.

Moved by: Les Nichols
Seconded: Joan Harrison

Resol# 66-11
In-Camera

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

Carried.

Moved by: Patricia Symon
Seconded: Les Nichols

Resol# 67-11
In-Camera

That the Board come out of in-camera session.

Carried.

Moved by: Lynne Sawatsky
Seconded: Mike Smith

Resol# 68-11
Direc. Rpt.

That the Director's report be accepted as presented.

Carried.

Moved by: Joan Harrison
Seconded: Lynne Sawatsky

Resol# 69-11
S. Committee

That the Board pursues an open competition, for soon to be vacant position of C.E.O., of the Bruce County Public Library Board. The selection committee will be comprised of the C.A.O., Director of Human Resources, and the current C.E.O. all as non-voting resource. Voting members will include the Board Chair & two other members (John Michaluk & Lynne Sawatsky)

Carried.

H. Assistant Director's Report

1) Upcoming KULT Meeting

On Friday, November 18, 2011 the assistant Director and Christine Wood, the Library's Catalogue Co-ordinator, plan on attending a KULT (Keeping Up with Library Technology) meeting at the Hamilton Public Library.

The agenda (meant to be useful to Sirsi/Dynix customers like us) includes these items:

- Tour of the Hamilton PL
- QR codes and how they can be used in libraries. *"QR Codes ("Quick Reference" Codes) are essentially 2-dimensional barcodes. They can contain hundreds of times more data than conventional 1-dimensional barcodes [1]. Initially created for use in the shipping industry, they are gaining popularity for marketing to people with smart-phones. Many consumer-oriented QR codes point users to a website address, although other types of data storage are possible. Generally, users scan the QR Code with a scanning device (for example, the camera on a smart phone), and they are automatically directed to a website or the application specialized to handle the code's data. The idea is to allow users to avoid the hassle of remembering or manually reproducing long, precise strings of data."*
- eReader staff training and DRM (Digital Rights management) issues.
- Making RFID Work – Lessons Learned from 5 Years of Process Changes (presented by two Hamilton PL workers). As almost everyone knows, RFID (Radio-frequency identification) is a technology that uses radio waves to transfer data from an

electronic tag, called RFID tag or label, attached to an object, through a reader for the purpose of identifying and tracking the object.

- Social Networking Strategies and Library 2.0 How can libraries take the greatest advantage of social networking and other web 2.0 tools to promote collections, programs and services and find ways to engage patrons.
- Content Management Systems
- Mobile Subscription Services for libraries (versions of Library catalogues that can be used on patrons' mobile devices).

2) OLC Union Database Committee

The Assistant Director is a member of the OLC' union database committee. This committee will decide how OLC members will share a collection and perhaps patron database (having previously used independent or separate patron and item databases in their catalogues).

In some cases procedures and ways our software is used by OLC members will need to be standardized or made consistent.

The second teleconference meeting of this group will take place at 1 PM on Wednesday, November 16, 2011. That's today!

3) Marketing

Please find attached a copy of the media release announcing the Library Director's retirement.

Please find attached copies of book reviews and an advertisement that will both appear in Grey Bruce Kids (to be published later this year).

4) Personnel

A new casual part-time clerk, Elaine Walden, was hired for the Kincardine and Tiverton branches.

Part-time clerk Eva Cenitagoya acquired some available scheduled hours in the Chesley Branch.

Moved by: Joan Harrison
Seconded: Lynne Sawatsky

Resol# 70-11
Direc. Rpt.

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

Carried.

I. Correspondence

Christmas cards for branch staff were circulated for signatures.

J. Other Business

- 1) Joan Harrison reported Port Elgin Friends of the library are having a 'Library Live' tonight with "Stories of the Season" with readings by local celebrities. She also indicated that she will be unable to attend the Jan-March Board meetings in 2012.

Moved by: John Michaluk
Seconded: Mike Smith

Resol# 71-11
Absence.

That Joan Harrison's absence from the January to March (2012) meetings be approved.

Carried.

- 2) Patricia Symon attended SOLS Trustee Council #3 meeting November 5th, in Flesherton. The library building in Flesherton is very beautiful inside and it works out well on the property, in conjunction with other community functions. It was a very good meeting in particular the round table. Discussions took place regarding communications between library C.E.O's and municipal C.A.O.'s. They talked about accreditation and in some cases it helps in gaining more local funding for smaller libraries. Dundalk has built a new branch but the Council has decided to reduce funding. Anne Marie Mazdiak of SOLS will be doing a couple of sessions at the OLA Superconference. They will be related to the relations between a Board and Council. Patricia reported on some of the activities in some of the libraries represented at the meeting. The next meeting will be held in the new branch in East Perth. Patricia reiterated that it was a great meeting, and well worth the effort to get the people out to the meeting.
- 3) Lynne Sawatsky unfortunately reported that she will not be able to attend the 2012 OLA Conference.
- 4) Wayne Jamieson (County C.A.O.) noticed that directional signage is a point under accreditation. We should ensure that the library is part of the effort County wide and recommended that the Tourism Dept be contacted. He indicated that there may be some funding to facilitate this.


K. Adjournment

Moved by: Les Nichols
Seconded: Lynne Sawatsky

Resol# 72-11
Adjournment

That the meeting be adjourned.

Carried.



Chairman



Director