

Bancroft Public Library Board
Trustee Meeting Minutes – November 15, 2018
Held at the Faraday Municipal Office at 6:45pm

Present:

Noreen Tinney, Chair	X	Liz Inglis, Vice-Chair	X
Cathy Archambault,	X	Paul Jenkins, Bancroft Municipal Rep.	X
Bill Kilpatrick, Bancroft Municipal Rep.	Resigned	Paul Kirby, Director	R
Anna Wilson, Faraday Municipal Rep.	X	Mary Ann Yewer	R
Kimberly McMunn, Interim CEO	X	No guests	

X – IN ATTENDANCE

R – REGRETS

1. Welcome and call to order – Noreen Tinney, Chair
2. Approval of the Agenda
The agenda was approved as presented.
All in Favour. Carried.
3. Declaration of Pecuniary Interest and/or general nature thereof - None.
4. Minutes
Resolution 18-47
M: Cathy Archambault
S: Liz Inglis

That the September 20, 2018 Minutes be approved as presented. All in Favour. Carried.

5. Business arising from Minutes
 - New Copier was purchased. The library will be advertising copy services through window signage.
 - Library now has Banner, Bookmarks, Business Cards, Letterhead, Thank You cards and Envelopes with new Logo. Membership Rack Cards are on order.
 - In 2017 the library experienced a 5% drop in usage from September to October. In 2018, the library had a 13% increase in usage. Staff believe the change to more daytime hours are the main reason.
6. Reports:
 - CEO
 - STAFF enjoyed a Team Building day at Chapters. They shared in a collection development exercise and found some great additions for the library.
 - Bev will be posting about the libraries history in our new BLOG.
 - Staff decided to move towards a “data dump” instead of entering the collection individually in JASI. We hope to be running JASI in January.

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- Staff participated in the government initiative Connecting Families Webinar. They will be learning more about how to assist families with access to applying for free computers and pro-rated Internet fees.
- The CEO submitted library Internet statistics with hopes of reimbursement of connectivity fees.
- Two local businesses have approached the library about possibly donating to the library's lending collection.

- Secretary
 - Membership was paid for the Federation of Public Libraries
 - The CEO will be submitting the change in library brand to Hoopla – OLA's digital magazine. Print copies are made for the OLA Super Conference.
 - Membership from OLA was renewed.

- Treasurer
 - Two consultants were contacted regarding pay equity. They both have the same fee structure. The CEO will consult with Town Clerk to discuss options moving forward.
 - Auditors comments and the financial statements were distributed to the board. It was a difficult document to discuss unless you have some financial experience. Page numbers would have made the discussion easier too.
 - 2019 budget – The CEO submitted a high-level overview to the board and shared her concerns about a pending financial shortfall for 2019. The CEO was asked to break down her submission into more detail and it will be discussed at next meeting.

Resolution 18-48

M: Paul Jenkins

S: Anna Wilson

That the Library Staff will keep their payroll budget in-line with Town practises and that library staff will receive a 1.7% increase in 2019. All in Favour. Carried.

Resolution 18-49

M: Noreen Tinney

S: Liz Inglis

That if there is a year end surplus, the funds will be moved to Capital Reserves, with the option for the board to move the funds back into the general operations budget, if needed. All in Favour. Carried.

- Council – Community-hub project still on hold.

- Trustee
 - The CEO offered to bring suggestions for the new mission, vision and values for NHPL.
 - Liz Inglis gave the board an overview of the Trustee Council meeting. Many boards will be experiencing a major board turnover.

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Resolution 18-50

M: Cathy Archambault

S: Anna Wilson

That the Reports be accepted as presented. All in Favour. Carried.

7. Policies

- Invigilation Fees Changes

Resolution #18-51

M: Noreen Tinney

S: Cathy Archambault

That the Invigilation policies amendment be accepted as presented. All in Favour. Carried.

- Amendment to BL-02

Resolution #18-52

M: Cathy Archambault

S: Paul Jenkins

That the board will have 7 Trustees with a representative from each contracting municipality and no more than 3 members from any municipality. All in Favour. Carried.

8. Strategic Plan

- A quarterly summary was presented for information only. This summary will be updated and distributed every quarter to the support municipal councils.
- Peggy Malcolm shared that many of the board were using their Strategic Plan as the library's legacy document. The NHPL Board agreed to the process.

9. New Business

- Staff Christmas – Board, Staff and Volunteers will have a potluck gathering on Wednesday, December 5th at 5 pm. Board meeting will follow at 6:30 pm.

10. Other Business – a brief discussion was held about potential board members and the CEO encouraged the board to complete an application with their township, as the board dissolves at the end of each Council term, and everyone must apply/reapply to be a Trustee.


11. Adjournment:

The meeting was adjourned by Noreen Tinney at 8:53 pm.

Moved by:

Paul Jenkins

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Sign

Seconded by:

ELIZABETH INSCIS

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