

Bancroft Public Library Board
Trustee Meeting Minutes - Sept. 20, 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	X
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 18-42
M: Cathy Archambault
S: Anna Wilson

That the June 19, 2018 Minutes be approved as presented. All in Favour. Carried.

5. Business arising from Minutes
 - VISA in Kimberly McMunn's name is still not in.
 - Staff participated in JASI training
6. Reports:
 - CEO
 - Kim went to the Park on Canada Day. It was a good day but she felt the library did not really benefit from the attendance at the event.
 - Summer Report and Fund-raising reports were sent to the Board.
 - New website was launched with room for growth. The website is mobile friendly.
 - Secretary
 - Contract received from Limerick.
 - All post project reports have been filed
 - PLOG was submitted
 - Written resignation was received from Bill Kilpatrick

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- Treasurer
 - YTD Spread sheet was distributed and discussed. Increase in Advertising/marketing due to rebranding and website.
- Committee –Staff and Trustees will meet during public library week to celebrate the librarian’s 25 year of service.
- Council – no report
- Trustee – Trustee Regional Meetings will be held in November.
- Board Legacy documents were discussed.
- Mission and Vision Statements were also discussed.

Resolution #18-43

M: Mary Ann Yewer
S: Paul Jenkins

That the board accepts all reports as presented. All in Favour. Carried.

7. Policies

- Two new policies on Code of Conduct and Community Information were introduced.

Resolution #18-44

M: Noreen Tinney
S: Mary Ann Yewer

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

- All Policies, Procedures and Guidelines were amended to include the new library name: Bancroft Public Library Board operating as North Hastings Public Library.

Resolution #18-45

M: Paul Jenkins
S: Anna Wilson

That the Policies, Procedures and Guidelines will be accepted with amendments. All in Favour. Carried.

8. Strategic Plan

- Updates of the summer’s progress were added to the Strategic Plan overview.

9. New Business

- Hours of Operation – Statistics were provided regarding the reduction in patronage since the reduction in hours last spring. Hours of operation of other local libraries were reviewed.

Resolution #18-46

M: Paul Jenkins
S: Noreen Tinney

That the new hours of operation will be Tuesday, Wednesday, Friday and Saturday, 10am – 3pm and Thursday 2pm-7pm

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- Proposed new copier – The CEO provided information on the cost of a floor model, full-service colour copier. The CEO was asked to review costs and fees to ensure that investing in another machine was sustainable. The CEO was given consent that if she could provide a sustainable plan then they would support the project.

10. Other Business - tabled

11. Adjournment:

The meeting was adjourned by Noreen Tinney at 8:43 pm.

Moved by: C. ARCHAMBAULT C. Archambault
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Seconded by: L. INGLIS L. Inglis
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