

# BOARD MINUTES

**BOARD MEETING:** #20-06

**DATE:** THURSDAY, SEPTEMBER 24, 2020, 7:00PM

**LOCATION:** [VIRTUAL MEETING VIA ZOOM](#)

<b>Attendees:</b>	A. Mitchell (Chair), M. Sauro (Vice-Chair), S. Morales (Councillor), R. Munro, M. Rao, A. Wiggins, T. Clarke, J. Martin, K. Aylwin (Councillor)
<b>Library Staff:</b>	L. Jessop, K. Barratt, C. Vanderkruys, A. Schroeder, J. Little
<b>Regrets:</b>	
<b>Note Taker:</b>	K. Bouffard

## 1. Call to Order and Welcome

The meeting was called to order at 7:00pm. Welcome Craig Millar, Director of Finance and Treasurer from the City of Barrie.

## 2. Confirmation of Agenda

The agenda was confirmed. Some items will be moved on the agenda to accommodate our guest and to ensure suitable flow of discussion items.

## 3. Conflicts of Interest

No conflicts were declared.

## 4. Delegations

There were no delegations.

## 5. Finance Department

The CEO and Director, Business & Development highlighted efficiencies that may be achieved by fully managing the Library's finances in-house.

C. Millar spoke about the city's neutral position on this matter and said the library will continue to receive support from the city if this change is made. C. Millar said he feels the library is at a size now that an accountant could be brought in to assist the library's finance department.

The board gave the library administration a directive to set up a Personnel & Finance Committee meeting to further discuss the possibility of a financial changeover.

## 6. Board Development – NPO Board Guide to Financial Literacy (attached)

A. Mitchell provided a document that will assist trustees with understanding finance for non-profit organizations. This document will be added to the board orientation package for new board members.

# **BOARD MINUTES**

## **Consent Agenda**

- 7. Board Meeting Minutes**
- 8. CEO's Report**
- 9. Financial Progress Report**
- 10. Pandemic Response Report**
- 11. Oro-Medonte Budget Deliberations (correspondence)**
- 12. Staff Development**
- 13. Deferred Items**
  - a. Environmental Scan Report/Activity Stats
  - b. City/Library Service and Financial Efficiencies
  - c. Annual Report for the Board and Council (Library Metrics & Value for Service Delivery)
  - d. Monthly Expenditures for the Personnel & Finance Committee
  - e. Front Entrance Redesign Project

## **Agenda**

### **14. Items held from the Consent Agenda**

The board gave a directive to library administration to update and share the phased reopening plan in the Pandemic Response Report and to continue to communicate updates related to the pandemic with the board.

#### **Motion #20-34 SAURO - AYLWIN**

**THAT** the consent agenda for Board meeting #20-06 dated Thursday, September 24, 2020, be adopted as amended. CARRIED

### **15. Report of the Chair – Verbal Report**

Nothing to report.

### **16. Board Meeting Format**

The board discussed continuing to meet virtually versus moving back to in-person meetings. At this point, the meetings will continue online, and the CEO will continue to monitor the trends.

### **17. Updated Holly Business Plan**

The board discussed the plans for future branch in Holly. The library has modified its original plan to reduce branch size and budget. There is a location that was identified by city staff that would be ideal for a boutique library in a busy strip mall. The Community and Governance Committee will meet to review a revised presentation. The Library's presentation to council is scheduled for November 9<sup>th</sup>.

# **BOARD MINUTES**

**Motion #20-35            AYLWIN - MUNRO**

**THAT** the BPL Board receives the updated Holly Branch Business Plan for information and directs library administration to proceed with a delegation to Council to discuss a Branch in the Holly area in a leased space. **CARRIED**

## **18. Board Committees**

### **18.1 Community & Governance Committee**

#### **18.1.1 Policy Updates**

**Motion #20-36            AYLWIN - RAO**

**THAT** the Barrie Public Library Board approve revisions to the Sick Leave, Ability Management & Accommodation Policy (Formerly Attendance & Sick Leave), and the Recruitment and Selection Policy and repeal the Hiring of Relatives Policy as recommended by the Community & Governance Committee. **CARRIED**

### **18.2 Personnel & Finance Committee**

#### **18.2.1 Compensation – In-camera**

This portion of the meeting was held in-camera.

**Motion #20-37            MUNRO - SAURO**

**THAT** the Barrie Public Library Board conduct a Closed meeting as the subject matter being considered concerns labour relations or employee negotiations (Public Libraries Act Section 16.1(4)(d)). **CARRIED**

Rise and report. No motions were passed during this in-camera session.

#### **18.2.2 Budget 2021**

The Board discussed the 2021 operating budget. This budget is set out to accommodate a multi-branch system, while providing exemplary service and exploring new service delivery models as outlined in the approved 2020-2024 Strategic Plan.

**Motion #20-38            WIGGINS - AYLWIN**

**THAT** the Barrie Public Library Board approve the 2021 Budget as recommended by the Personnel & Finance Committee. **CARRIED**

## **19. In-Camera**

Public Libraries Act – Section 16.1(4) (d) labour relations or employee negotiations and (b) personal matters about an identifiable individual.

## **BOARD MINUTES**

This portion of the meeting was held in-camera.

**Motion #20-39            WIGGINS - RAO**

**THAT** the Barrie Public Library Board conduct a Closed meeting as the subject matter being considered concerns labour relations or employee negotiations and personal matters about an identifiable individual (Public Libraries Act Section 16.1(4)(b)(d)). CARRIED

Rise and report. No motions were passed during this in-camera session.

**19.1            In Camera Board Meeting Minutes**

**Motion #20-40            MUNRO - RAO**

**THAT** the Minutes of in camera Board Meeting #20-05 dated Thursday, June 25, 2020 be adopted. CARRIED

**19.2            Organizational/Labour Relations Update**

**20. Date of Next Board Meeting**

Thursday, October 22, 2020 7:00pm, Virtual Meeting

**21. Adjournment**

The meeting was adjourned at 10:20pm