

BOARD MINUTES

BOARD MEETING: #21-01

DATE: THURSDAY, JANUARY 28, 2021, 7:00PM

LOCATION: [VIRTUAL MEETING VIA ZOOM](#)

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

1. Call to Order and Welcome

The meeting was called to order at 7:04pm

2. Confirmation of Agenda

The agenda was confirmed.

3. Conflicts of Interest

No conflicts were declared.

4. Delegations

There were no delegations.

5. Board Development – Board Self-Evaluation and 2021 Development Plans

<https://hub.barrielibrary.ca/content/13274/development-2021>

The Board prioritized development topics including: a Strategic Plan refresher (February), understanding the audit and financial statements (April) and effective Board meetings (May).

Consent Agenda

6. Board Meeting Minutes

7. CEO's Report

8. Measures of Overall Performance

9. Financial Progress Report

10. Pandemic Response Report

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11. Content Strategy/Collections Report

12. Deferred Items

- a. City/Library Service and Financial Efficiencies
- b. Monthly Expenditures for the Personnel & Finance Committee

Agenda

13. Items held from the Consent Agenda

The Board briefly discussed fundraising expenses on the Financial Progress Report.

The Board gave Library administration a directive to continue updating the Pandemic Response Report and provide a look ahead of plans and a staffing update from the report for the Board.

Motion #21-01 AYLWIN - MUNRO

THAT the consent agenda for Board meeting #21-01 dated Thursday, January 28, 2021, be adopted as amended. CARRIED

14. Budget Presentation to Council Update

City Council made two amendments to the Library's budget. The Board will need to approve an amended budget at the February meeting.

The budget for the Holly Library will be tracked separately.

The Board gave Library administration a directive to communicate monthly on the surplus for Holly.

15. Report of the Chair – Verbal Report

The Chair commented that the Board is doing a great job at achieving the Board priorities set out on the Board look ahead.

16. Board Committees

16.1 Community & Governance Committee

16.1.1 Policy Revisions (By-Laws for the Regulation of the Business of the Board, Foundational Principles Policy, Core Values Policy)

When the new Bylaw policy comes into effect, it will change the procedural guidelines we follow from *Modern Parliamentary Procedures* to *Robert's Rules of Order*. An additional change to highlight is referring to in-camera meetings will change to closed meetings.

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Each committee should look at their Terms of Reference to see if any changes need to be made.

Motion #21-02 RAO - MUNRO

THAT the Barrie Public Library Board approve revisions to the Bylaws for the Regulation of the Business of the Board (Formerly Constitution & Procedural Bylaw) and approve the new Core Values and Foundational Principles as recommended by the Community & Governance Committee.
CARRIED

16.2 Personnel & Finance Committee

There is a committee meeting February 16th to review the procurement policy and the appendix for the credit card policy.

The finance department migration will be added to the deferred items list.

Committees should set their meeting dates for the year.

There will be a meeting to review a new diversity & inclusion policy. The CEO would like to have some Board development around this as well.

17. In-Camera

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

Motion #21-03 MUNRO - AYLWIN

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

This portion of the meeting was held in-camera.

17.1 In-Camera Board Meeting Minutes

17.2 Healthy Living Allowance – Deferred from November 2020

17.3 CEO Performance Evaluation

17.4 CEO Goals/Workplan

Rise and report

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- Motion #21-04 RAO - MARTIN**
THAT the Minutes of in camera Board Meeting #20-07 dated Thursday, November 26, 2020 be adopted. CARRIED
- Motion #21-05 SAURO - RAO**
THAT the Barrie Public Library Board approve the amendment to the Administrative Exempt Staff Policy. CARRIED
- Motion #21-06 SAURO - RAO**
THAT the Barrie Public Library Board accept the CEO 2021 Goals/Work Plan

A motion was passed in -camera for item 17.3

18. Date of Next Board Meeting

Thursday, February 25, 2021 7:00pm, Virtual Meeting

19. Adjournment

The meeting was adjourned at 10:05pm