BARRIE PUBLIC LIBRARY
Enriching our Community

BOARD MINUTES

Board Meeting #15-05
Date: Thursday May 28, 2015, 7:30pm
Location: Angus Ross Room – Downtown

Attendees:	R. Duhamel (Chair), R. Palmer (Vice-Chair), M. Werenich, C. Virgo, T. Johnston (arrived at 7:38pm), R. Reynolds, A. Davis, C. Vanderkruys, S. Froebel
Regrets:	S. Morales, J. Brassard, R. Junke
Note Taker:	K. Bouffard

1. Call to Order and welcomes

The meeting was called to order at 7:30pm.

2. Confirmation of Agenda

The amended agenda was confirmed

3. Conflict of Interest

None declared

4. Board Meeting Minutes

4.1 Adoption of minutes of Board Meeting #15-04 dated April 23, 2015

- **#15-20 REYNOLDS - VIRGO**
  THAT the Minutes of Board Meeting #15-04 dated Thursday April 23, 2015 be adopted. CARRIED

4.2 Adoption of Board in camera minutes #15-04 dated April 23, 2015

- **#15-21 VIRGO - REYNOLDS**
  THAT the Minutes of Board Meeting #15-01 dated Thursday January 22, 2015 be adopted. CARRIED

4.3 Business Arising
No business arising

5. New Business

5.1 Libraries 2025 Conference

- Catherine attended the conference Libraries 2025 Conference with Al, Chris and Shonna and would like to say thank you for the opportunity to attend. It was a great conference.

6. Reports

6.1 Report of the Chair

- The Chair signed the Library Services Agreement renewal with The Township of Oro-Medonte for the sum of $156,600.
- The Community Committee is tasked with looking at a new strategic plan taking the community needs in consideration for the new branches.

6.2 Information Barrie 211 Presentation

- Cathy Bodle made a presentation on the 211 service and the Library's role. Information Barrie maintains a large database of community services. The Library has taken on this role on behalf of the City of Barrie. This service fits with the Library's Community Service Model.

6.3 CEO's Report (April 2015)

- Reviewed highlights of the report

6.4 TAB Report

- TAB member gave an update of activities they are currently involved in as well as future plans.
- TAB will be filming their commercials and will try to have a copy for the next Board meeting.

6.5 Committee Reports

6.5.1 **Personnel Committee**

- The Personnel Committee was advised by Darryl of SOLS not to send out an RFP until there is a date for it.
- There is a posting for a CEO at the Bradford West Gwillimburry Public Library where they only have 27 employees and the salary is $10,000 more annually than the Barrie Public Library CEO position.
- The Committee will meet in September to review the Management Exempt policy and classifications and will set priorities.
- Meeting Dates: Call of the Chair

6.5.2 **Finance Committee**

- Meeting Dates: Call of the Chair

6.5.2.1 Financial Statements - December 2014, January, February, March and April 2015

- The financial statements are all up-to-date. Note that in March the maintenance was at 27% vs 25% in the first quarter. This could lead to a $120,000-$200,000 maintenance deficit for 2015. The Finance Committee will watch this closely.

- Motion to approve the financial statements
- **#15-22 PALMER - WERENICH**

  THAT the Board approves the financial statements for December 2014, January, February, March and April 2015. CARRIED

6.5.2.2 Audit of Financial Statements

- The auditor only had two concerns. One concern is that there was no secondary review process for journal entries. The Finance Committee does not feel this is a concern as monthly financials should catch any errors. The second concern is there is no formal policy for vacation day carryover use.
- Motion to approve the Audit
- **#15-23 JOHNSTON - REYNOLDS**

  THAT the Board approves the Draft audit report. CARRIED

6.5.2.3 Formal Vacation Day & Lieu Time Policy

- Policy Directive from Board for Administration to:
  - Propose a change to the Exempt Staff policy with respect to vacation and lieu time carry-over for Board approval
  - Obtain a copy of the City of Barrie's vacation policy
  - Calculate the real employee vacation and lieu time accumulated carryover liability including the accumulated sick leave credit payout for those employees covered by the Union Collective Agreement (Article 17.02)
  - Present options to address current vacation, lieu time and Union sick leave credit accumulated carryover for 2016 Library Budget and 2017 and 2018 projected Library Budget
- Board to review the current Union Collective Agreement with respect to vacation and lieu carry-over for possible inclusion in 2016 Collective Agreement negotiations with the Union

6.5.3 **Governance Committee**

- Meeting Dates: Call of the Chair
- The committee will be meeting the second week of June to review policies.

6.5.4 **Community Committee**

- Meeting Dates: Call of the Chair
- The Board Chair would like the committee to begin work on a new Strategic Plan.

7. Deferred Items

- Invite Kevin Bradley to September Board meeting in 2015

- Elevator Maintenance (RFP)
- Outstanding Building Maintenance Items

8. Correspondence

9. Date of Next Board Meeting:

Thursday June 25th, 7:30pm, Massie Family Program Room – Painswick

10. Adjournment

The meeting was adjourned at 8:30pm

June 25/15

CHAIR **DATE**

June 29/2015

SECRETARY **DATE**

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Strategic Priorities

2015-2019 BPL Strategic Priorities	Committee	Update
Budget • Integrate strategic plan review/update into the 2016-2019 budgets. • Review library materials budget post 2015.	**Finance** • Tim Johnston • Catherine Virgo	
Succession Plan • Hire a new CEO in 2015	**Personnel** • Catherine Virgo (Chair) • Ruth Reynolds • Sergio Morales • Rosslyn Junke	
Develop a Maintenance Strategy • Resolve longstanding maintenance problems in an effective and timely fashion (i.e. front doors, elevator, Angus Ross Room ceiling, leaking windows, etc.). • BPL's inability to obtain facility audits for both Library building to understand, and budget for,	**Finance** • Tim Johnston • Catherine Virgo	
Strategic Plan Review • Review and update the BPL Strategic Plan.	**Governance/Community** • Ruth Reynolds (Chair) • Catherine Virgo --- • Rosslyn Junke • Mike Werenich • John Brassard	
Holly Branch • Determine the appropriate timing to request Council funding for a Holly Branch. • Evaluate site alternatives. • Determine what outside resources are needed to assist BPL in delivering improved library services to Holly.	**Community/Finance** • Rosslyn Junke • Mike Werenich • John Brassard --- • Tim Johnston • Catherine Virgo	
Hewitt's/Salem Branches • Develop a library needs template/description to assist City staff when planning Community Centres with integrated library branches.	**Governance** • Ruth Reynolds (Chair) • Catherine Virgo	
Board Development & Outreach • Strive for meaningful Committee work. • Board professional development • Board community outreach.	**Community/Finance/ Governance** • Rosslyn Junke • Mike Werenich • John Brassard --- • Tim Johnston • Catherine Virgo --- • Ruth Reynolds (Chair) • Catherine Virgo	