



## **Minutes of a Regular Meeting of the St. Marys Public Library Board**

**Meeting Location:** St. Marys Public Library

**Meeting Date:** November 2, 2017

**Meeting Time:** 6:30pm

**Meeting Attendance:**

Present: L. Hodgins, B. Osborne, B. Tuer, T. Winter, R. Quinton, Chair C. Atlin, A. Strathdee,

Staff Present: CEO M. Corbett, Library Services Coordinator R. Webb

Regrets: J. Mustard, M. Zurbrigg,

**1. Call to order**

Meeting was called to order at 6:30pm by Board Chair C. Atlin.

**2. Approval of the agenda**

**Motion:**

**That the November 2, 2017 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by: L. Hodgins**

**Seconded by: B. Tuer**

**Result: Carried**

**3. Declarations of pecuniary interest**

None declared.

**4. Welcome guests or delegations**

Town of St. Marys CAO, B. Kittmer

**5. Consent agenda**

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board with the minor changes being made to the minutes of the Regular Meeting of the Board that took place on October 5, 2017.**

**Moved by: T. Winter**

**Seconded by: R. Quinton**

**Result: Carried**

Members of the Board requested that the format of the Library statistics be changed.

**5.1. Minutes of the July 24, 2017 Regular Library Board meeting**

**Motion:**

**That the minutes of the October 5, 2017 Regular Library Board Meeting be approved.**



5.2. CEO Report

**Motion:**

**The CEO Report be received.**

5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**

6. Discussion items

6.1. Reserve Account

Town of St. Marys CAO, B. Kittmer presented a document to the Board outlining a potential reserve account and the logistics surrounding it (as attached to these minutes). Members of the Board had discussion about the reserve account and inquired into some of the details of how the account might work. Ultimately, member of the Board gave the following direction:

**Direction That:**

**That CEO M. Corbett along with CAO, B. Kittmer pursue the creation of a reserve account as outlined in the document distributed to the board on November 2, 2017 by CAO, B. Kittmer.**

6.2. Library Staff Training Day Closure

**Motion**

**That the Library be closed to the Public on December 15, 2017 for a full day of Staff Training.**

**Moved by: B. Osborne**

**Seconded by: L. Hodgins**

**Result: Carried**

6.3. Capital Projects Update

CEO M. Corbett gave members of the Board a brief update on the status of the capital projects.

6.4. Budget Presentation

CEO M. Corbett distributed to the Board, the Budget Presentation slides that will presented to Council and solicited feedback from the Board.



7. Friends of the Library report  
Board member R. Quinton reported that the Friends of the Library are approaching their fall book sale that runs from November 8<sup>th</sup> to the 11<sup>th</sup>. Additionally, the Friends of the Library recently took part in the annual dinner in partnership with the St. Marys Community Players and were pleased with the number of tickets sold. Lastly, Board member R. Quinton reported that the Newcomers Coffee hour that takes place on the first Thursday evening of each month is on-going.
8. Round table discussion  
It was discussed that the January Regular Meeting of the St. Marys Public Library Board could be used to exclusively discuss how to go forward with the Space and Service Needs Study and determine the next steps in that process.
9. Date of next meetings  
December 7, 2017 at 6:30pm  
January 4, 2017 at 6:30pm
10. Adjournment  
**Motion:**  
**That the November 2, 2017 regular meeting of the St. Marys Library Board be adjourned.**  
  
**Moved by: B. Osborne**  
**Result: Carried**