



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

Meeting Location: St. Marys Public Library

Meeting Date: May 3, 2018

Meeting Time: 6:30pm

Meeting Attendance:

Present: Board Chair, C. Atlin, L. Hodgins, Vice Chair, J. Mustard, B. Osborne, B. Tuer, T. Winter, M. Zurbrigg

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

Regrets: R. Quinton, A. Strathdee

1. Call to order

Meeting was called to order at 6:29pm by Board Chair C. Atlin.

2. Approval of the agenda

Motion:

That the May 3rd, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as amended to include a discussion of Potential Floor Plan Changes at item 6.5.

Moved by: M. Zurbrigg

Seconded by: T. Winter

Result: Carried

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

T. McKibbin, Director of Corporate Services/Deputy Clerk

5. Consent agenda

Motion:

That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board after brief discussion.

Members of the board had a brief discussion about the CEO Report and decided that it should be amended to make clear that the CEO component of the appraisal process has been completed but that the Board component is still outstanding.

Moved by: M. Zurbrigg

Seconded by: B. Osborne

Result: Carried

5.1. Minutes of the April 5th, 2018 Regular Library Board meeting

Motion:



That the minutes of the April 5th, 2018 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. Draft Library and Political Elections Policy

T. McKibbin, Director of Corporate Services/Deputy Clerk gave background on the need to have a “Political Elections Policy” in place for the Library. After discussion, a motion was put forward to adopt the Political Elections Policy with the knowledge that it could be revised at a later date.

Motion:

That the Library and Political Elections Policy be adopted by the Board as presented.

Moved by: B. Tuer

Seconded by: L. Hodgins

Recorded Vote: Passed

Member	Vote
J. Mustard	N
B. Osborne	Y
T. Winter	Y
L. Hodgins	Y
M. Zurbrigg	Y
C. Atlin	Y
B. Tuer	Y



6.2. Financial Report—Budget Variance

Library CEO M. Corbett reported that because of unpaid invoices from the 2017 budget year, there may be a variance in the 2018 budget year as a result. Both the CAO and Town Treasurer are aware of the potential variance.

6.3. Library Budget

Motion:

That the consolidated 2018 Library and Adult Learning Budget be approved.

Moved by: L. Hodgins

Seconded by: B. Osborne

Result: Carried

6.4. EarlyON

CEO M. Corbett updated members of the Board on the EarlyON bid put forward by PCIN and answered questions from the Board.

6.5. Potential Library floor plan changes.

CEO M. Corbett updated members of the Board on the potential floor plan changes that could take place in the Library while the carpet and paint are being completed.

Direction to continue to pursue a main floor reorganization and continue to work on a more detailed plan with more specific measurements, furniture and placement of electrical and duct work. Additionally, to determine more specific costing.

7. Friends of the Library report

Friends of the Library members reported that they broke another record at the Spring Book Sale and made over \$5000. There will be another Book Sale taking place in the fall of 2018. Additionally, the Newcomers Coffee Hours are moving forward as usual and each event features new local guests or service groups.

8. Date of next meeting—Thursday June 7th, 2018

9. Adjournment

Motion:

That the May 3rd, 2018 regular meeting of the St. Marys Library Board be adjourned.

Moved by: L. Hodgins

Seconded by: B. Osborne

Result: Carried