

**GRAVENHURST PUBLIC LIBRARY BOARD MEETING MINUTES**  
**Thursday December 14, 2017 at 6:00 PM**  
**Maud Mary Swalm Program Room**

Board members in attendance were: Chair Joanne Twist, Vice Chair Dave Hammill, Directors Jordan Kupferschmidt, Bryan Blain, Marianne Hoyd, Ardyn Todd and Ralph Culham.

Also in attendance: CEO/Chief Librarian, Julia Reinhart (Recorder).

Regrets: Council Representative Heidi Lorenz and Director Jane Templeton.

Meeting called to order by Chair Joanne Twist at 6:02 pm

**1. WELCOME**

**2. ADOPTION OF AGENDA**

Motion to adopt the agenda as amended with the movement of Agenda Item 9.1 to Agenda Item 5. Moved by Director Culham and seconded by Director Hoyd. **Carried.**

**3. DISCLOSURE OF PECUNIARY INTEREST**

N/A

**4. DEPUTATIONS**

N/A

**5. VACANT LIBRARY BOARD POSITION**

On behalf of the Board, the Board Chair expressed gratitude to Director Kupferschmidt for the year of service she has provided to the Board as well as her involvement in various Board activities. With Director Kupferschmidt's resignation the vacant position has been posted with a submission deadline of December 22, 2017.

Jordon Kupferschmidt left the meeting at 6:15 pm.

**6. BOARD MINUTES**

Motion to adopt the minutes of November 9, 2017 as presented. Moved by Director Culham and seconded by Director Blain. **Carried.**

**7. CORRESPONDENCE**

The Board Chair circulated a letter written by Ryde Community Co-op President, Judy Campbell, in support of a library project being developed to support local seniors.

## 8. REPORTS

- 8.1 The Chair provided a verbal report on board related meetings and activities she has participated in since the November meeting. This included Building Committee meetings as well as the December agenda setting meeting with the CEO/Chief Librarian.
- 8.2 The CEO/Chief Librarian provided a written report in the Board meeting package. Some discussion took place regarding the report including: the recently installed refurbished microfilm reader/scanner; the First Nation Communities READING Circle; and the need for a MOU between the Board and the Town outlining responsibilities.
- 8.3 The Finance Committee provided a written report in the Board meeting package. The CEO/Chief Librarian responded to questions regarding equipment purchases and associated reserves as well as collection development spending.
- 8.4 Trustee Council Representative, Dave Hammill provided a verbal report on the November 18 meeting he attended at the New Tecumseth Library in Beeton. The next Trustee Council meeting is scheduled for April 2018.

Motion to receive written reports as printed and verbal reports as presented. Moved by Director Blain and seconded by Director Todd. **Carried.**

## 9. UNFINISHED BUSINESS

### 9.1 Draft 2018 Budget and Budget Process

A brief discussion of the draft 2018 Budget took place.

#### **Resolution 20-2017**

BE IT RESOLVED THAT:

The Gravenhurst Library Board approve the draft 2018 budget as presented in the December 14, 2017 Board Meeting package. Moved by Director Todd and seconded by Director Culham. **Carried.**

The CEO/Chief Librarian referred to the 2018 Budget Process document submitted to Council by Town staff at the November 17 Council Meeting outlining milestones and dates established for 2018 Capital and Operating Budgets. Dates for presentations to Council in March 2018 were highlighted.

## 9.2 Report from the Building Committee re: Facility/Site Study Update

Committee Chair Hammill indicated final draft bubble diagrams have been generated by the consultants and these will go to the cost consultant for review. This information will be available early on in the New Year. Committee Chair Hammill recognized the work done by Director Culham on the bubble diagrams as well as the work of the consultants to accommodate staff and committee recommendations.

## 9.3 Library Accreditation Pre-audit Update

The CEO/Chief Librarian indicated work on tackling pre-audit items is ongoing including the development of a detailed Collection Plan and a program evaluation process. Specific items included in the 2018 GPL Board Budget will also address needs outlined in the pre-audit report.

## 9.4 Staff and Board Gathering – 5:30 Monday Jan. 8, 2018

The CEO/Chief Librarian will be hosting this event and has asked Board members to bring a savory or a sweet item to the gathering.

## 9.5 Seniors Community Grant Program

Ideas for a new program developed specifically for seniors were discussed by staff and the Board Chair however with tight deadlines for the grant, a submission did not take place. It is hoped the program concept can be used with a future grant opportunity.

# 10. NEW BUSINESS

## 10.1 Strategic Planning for 2018

This item was deferred to the January Board meeting.

## 10.2 OLBA Board Member Boot Camp Sat. Feb. 3, 2018

The Board Chair encouraged Board members to consider attending this training specifically designed for public library trustees. Director Todd indicated interest and arrangements will be made for his attendance.

## 10.3 Thank You to Library Staff

On behalf of the Library Board, the Board Chair expressed appreciation to all library staff by recognizing them for accomplishments achieved in 2017.

#### 10.4 Change to May 2018 Board Meeting Date

The date for the May 10, 2018 Board Meeting has changed and will take place on Thursday May 3.

### 11. CLOSED SESSION

#### Resolution 21-2017

BE IT RESOLVED THAT:


The next portion of the meeting be closed to the public in order to consider personal matters about an identifiable individual pursuant to Clause 239 (2) and (3.1) of the Municipal Act, 2001, C.25. Moved by Director Hoyd and seconded by Vice Chair Hammill. **Carried.**

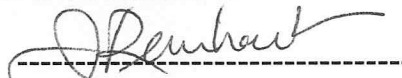
Motion to move out of closed session at 8:16 pm. Moved by Director Todd and seconded by Director Hoyd. **Carried.**

### 12. ADJOURNMENT

Moved by Chair Twist to adjourn the meeting. Time 8:18 PM

#### 12. NEXT MEETING: Thursday January 11, 2018 at 6:00 PM

  
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Chair

  
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Recording Secretary