

SIOUX LOOKOUT PUBLIC LIBRARY BOARD MINUTES

Date: December 21, 2009

Present: *Members:* C. Airlie, J. Baum, L. Christie-Jacobson, J. Klein, J. McGill, and C. Sippola
CEO/Chief Librarian: Wendy MacDonald

Regrets: *Members:* S. Lockhart

Absent: *Members:* M. McCarl and A. Morgan

Meeting Chaired by: C. Sippola and called to order at 7:10 p.m.

Motion #43-09

Moved by J. McGill, seconded by L. Christie-Jacobson that the agenda of the December 21, 2009 meeting be approved.

CARRIED.

Conflict of interest: None

Motion #44-09

Moved by L. Christie-Jacobson, seconded by C. Airlie that the minutes of the September 21, 2009 meeting be approved as presented.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

1. While the board understands the need for a new microfilm/microfiche reader/printer for the general public's use, library patron's use and the Genealogy group's use, especially in light of Sioux Lookout's upcoming 100th birthday, the CEO was asked to contact the Genealogy group to see if they would be willing to do some type of fundraiser to help with the cost. It was however agreed that whether money was obtained elsewhere or not as the present units are non-functioning and must be replaced the purchase would go ahead.

Motion #45-09

Moved by J. McGill, seconded by J. Baum that the Sioux Lookout Public Library Board approves the purchase of a desktop microfilm/microfiche reader/printer at a cost not to exceed \$9,000.00 and that funds will be taken from the library's savings account.

CARRIED.

FINANCIAL REPORT:

The cheque lists for the month of September, October and November 2009 were reviewed.

Motion #46-09

Moved by C. Airlie, seconded by L. Christie-Jacobson that the cheques for the months of September, October, and November 2009, as listed on Audit Trail Codes: PMCHQ #0313 through #0324, inclusive and 1 U.S. money order, all totaling \$80,413.20, be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

None.

COMMITTEE REPORTS:

1. Policy/Planning Committee

No report.

2. Finance/Personnel Committee

As soon as the Town advises of the dates regarding the budget process the committee will be meeting to work on the 2010 budget.

3. Fundraising/Advocacy Committee

Members were advised that the board will be doing a book sale during the Literacy Festival and S. Lockhart will probably be looking for help with getting it ready, etc. in January.

CHIEF LIBRARIAN'S REPORT:

The Librarian's report was received.

BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:

1. Members were given a brief rundown of 2009 and the projects that had been completed over the year. It was noted that many of the projects were of the type that the public does not see however they do benefit from them being completed. A number of procedures were reviewed with an eye to getting materials to the public sooner such as the processing of materials to have them shelf ready faster, material ordering steps revised to try and have items coming in to the library on a more regular basis, reviewing and submitting suggestions to JASI regarding the online

catalogue and automated system, as well as a number of in-house items to help staff so that they could be available to the public more readily.

2. Visible changes were also apparent in 2009 with the completion of the art work in the Children's Library, the bushes at the rear entrance being removed for the safety of the public and staff, as well as the trimming of the plants around the outside of the library and the cleaning of the walkways.
3. It is expected that a new Circulation Clerk II will be in place before the middle of January which will help with staff workloads. The CEO has commended staff for their support of the library and each other as they willingly took extra shifts whenever they could.
4. The CEO thanked the board for all their hard work in 2009 advising them that they and staff are one of the main reasons that the library is successful closing with a wish to all for a very Merry Christmas and Happy New Year.
5. The board asked the CEO to relay to staff the board's appreciation and thanks for all they do and to wish them a Merry Christmas and Happy New Year.

NEW BUSINESS:

1. The board agreed with the request from the CEO to use the municipality's policy on Accessible Customer Service. Staff will begin being trained on this in the New Year.
2. Further to the board's appreciation for the work done by staff the board approved its past practice of giving gift certificates as Christmas presents. The board was advised that the Pages and Caretaker are taken care of by staff.

Motion #47-09

Moved by J. Baum, seconded by C. Airlie that the Sioux Lookout Public Library approves the CEO purchasing gift certificates in the amount of \$50.00 for each library staff, excluding Pages. Total cost not to exceed \$300.00 (6 staff members).

CARRIED.

3. Those members that could agreed to a request from the CEO who, acting as a member of the Literacy Festival Committee, asked the board consider supporting the festival by way of a \$5.00 donation each. The money would be used to offset advertising costs by covering a "block/day" on the event calendar.
4. It was suggested that staff give out Millions of Minutes forms to patrons when signing out materials as a way to encourage participation.
5. To keep the library in the public's eye S. Lockhart will be asked to do an article for the paper in the New Year.

6. J. Baum outlined the Sioux Hudson Literacy Council's newest endeavor, the providing of a "blimp" as a way for area businesses, organizations, etc. to advertise, especially during hockey games. The CEO was pleased to report that the library will be visible as it has agreed to be the "sample" advertiser.

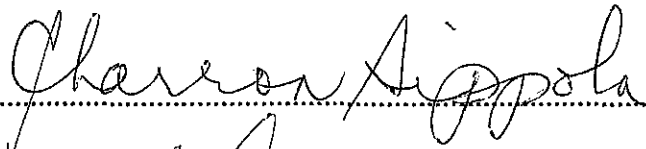
Circulation and Internet use statistics were distributed and reviewed

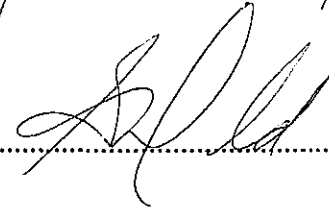
The next meeting will be on Monday, January 25, 2010 at 7:00 p.m. in the computer room of the library.

Motion #48-09

Moved by J. McGill, seconded by J. Baum that we do now adjourn at 8:05 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer