

SIoux LOOKOUT PUBLIC LIBRARY BOARD MINUTES

September 21, 2009

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

Before the meeting was called to order members took a moment to have a look at the paintings done by Candace LaFrance that are now on display in the Children's Area of the library. C. Sippola advised that she has spoken with the CEO regarding somehow tying the pictures together and a number of different options have been discussed.

Meeting Chaired by: C. Sippola and called to order at 7:12 p.m.

Motion #35-09

Moved by A. Morgan, seconded by J. Klein that the agenda of the September 21, 2009 meeting be approved.

CARRIED.

Conflict of interest: None

Motion #36-09

Moved by J. McGill, seconded by J. Klein that the minutes of the June 22, 2009 meeting be approved as presented.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

1. It was noted that members were to have looked at the strategic plan pamphlet over the summer but that it was not on tonight's agenda. The CEO was requested to add it to October's agenda and members were requested to review it before the next meeting.
2. The CEO advised that the paper has not come in to do an article on the Playaways however they are circulating and most users are enjoying them, although some have had a bit of an issue with the technology.
3. All members advised that they are very pleased with the pictures done by local artist Candace LaFrance. L. Christie-Jacobson suggested that a dedication with the artist be done to celebrate the works and was advised that it is hoped that can be done when both artist's works have been completed, and with both artists. Ms. LaFrance still has some touchup work to do on her paintings and Mr. Angeconeb is still working on his pieces. Both artists' contracts give them until the end of November to complete the work so a dedication before the end of the year can be arranged. The CEO and staff have already discussed a number of ideas for the dedication but will not be

finalizing anything until the work is near complete. A. Morgan suggested that postcards could be made of the works as a fundraiser and the CEO will investigate that possibility.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

1. Members briefly discussed the concerns regarding filtering software in public libraries, especially as this software can block useful materials. The CEO advised that while the library does have filtering software the board has been proactive by having suitable policies in place for both the public and staff. It was agreed that the best and most reliable filter is the child's parent or guardian and that it was inappropriate for libraries to take on that duty.

FINANCIAL REPORT:

The cheque lists for the months of June, July and August 2009 were reviewed.

Motion #37-09

Moved by J. McGill, seconded by A. Morgan that the cheques for the months of June, July and August 2009, as listed on Audit Trail Codes: PMCHQ #0296 through #0312, inclusive, and three U.S. money orders, all totaling \$102,064.13 , be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORTS:

None.

COMMITTEE REPORTS:

1. Policy/Planning Committee

For a number of reasons the committee has not met. No report.

2. Finance/Personnel Committee

No report.

3. Fundraising/Advocacy Committee

S. Lockhart noted that the monies received for the summer fundraisers had been outlined in S. Davies' reports that were included with the board packages and it was encouraging to see that the sale went so well. She was also pleased with the attendance at the Blueberry Book Give-Away.

CHIEF LIBRARIAN'S REPORT:

The Librarian's report was received.

BUSINESS ARISING FROM THE LIBRARIAN'S REPORT:

1. The second Quarterly Report has been submitted to the municipality. As it was taken from board minutes it was not vetted through the board.

2. The Canada Youth summer Worker did a great job accomplishing all projects assigned to her but the inventory of the library's holdings. The inventory pre-work was done however problems on JASI's end meant the project has been shelved for the time being. The art inventory showed that five (5) pieces are missing however the CEO is confident that, once she has the time, they will be located. Approval was given to the CEO to add the costs to the 2010 budget process of having an appropriate support person take a look at the library's art providing suggestions for security, insurance, proper maintenance, etc.
3. Staffing has been an issue for some time now. It is hoped that with the hiring of a new Weekend Clerk, Circulation Clerk II, and Winter Page that should lessen. The ongoing situation is being monitored and we have one staff member who will be off on sick leave for a month starting this week and another who has indicated that she too may require time off. She will advise the CEO as soon as she has seen the specialist.
4. Summer programming was a mixture of successful and not so successful. The Assistant Librarian and CEO will be meeting to review and assess all programming to determine what may be cut or tried again. This mixture of attendance appears to be a community and province-wide situation.
5. Gerald Rogers and Allan MacDonald kindly volunteered their time and expertise to put up local artist, Candace LaFrance's, four (4) pieces of artwork in the Children's Area the weekend of September 12th. Public response has been very positive to them, especially with the children. Mr. Angeconeb has advised that he has completed two (2) of his four (4) pieces but has not dropped them off at the library.
6. A number of items ordered using the \$15 Million Investment funding have been received. As some items require work to be done to the library they are being set aside until that can be done. The Sioux-Hudson Literacy Council will be approached to see about setting up some shared programming using this equipment.
7. The new web-site has been worked on but the CEO has not had the opportunity to review it because of time issues. She will be checking into the feasibility of deferring the unveiling from the end of the month to the week of October 18-24/09, which is Public Libraries Week.
8. The CEO will be unavailable on Thursday, September 24/09 in order to attend, via webcast, the province wide *Public Libraries 2020 Symposium* being held in Toronto. The last time this was done was in 1985 and resulted in the province-wide strategic plan for libraries, *One Place to Look*. It will be an amazing opportunity to participate in determining the direction public libraries should be taking, as well as finding out what the experts believe some of the trends are. It is also hoped that the ideas brought forward will help with the planning for the future of this library.
9. Fall programs will be starting soon. Homework Time is expected to begin the end of September and Story Times and Parent/Tot Times, done in partnership with the Sioux Lookout Best Start Hub, will begin in October.
10. The Income Statement provided monthly from the municipality now shows our 2009 actual budget figures. A thank you to Henry Wall, Treasurer, for getting this done for us.

11. It is hoped that a number of policies will be ready for review, by the committee and board, by the October meeting however as the CEO is scheduled to take holidays and there will again be some coverage of other positions required has advised that may not happen.
12. Work has begun on the 2010 budget. Members were asked to advise the CEO of anything that they would like to address in that budget. Capital projects being considered are the painting of the whole library and redoing the carpet. The ongoing concern by staff regarding the side entrance will be brought up to the new Community Services Manager to see if it can be addressed in 2010. As this is a health and safety issue the board hopes it will be addressed as soon as possible.

NEW BUSINESS:

1. Members reviewed the Auditor's Report showing the statement of financial position of the Public Library Board of the Corporation of the Municipality of Sioux Lookout as at December 31, 2008, questioning the accrued liabilities. The CEO advised that, while it certainly impacted the 2008 year end, the set up of sick leave payable reflects a more realistic picture of library finances.

Motion #38-09

Moved by M. McCarl, seconded by J. Baum, that the Sioux Lookout Public Library Board approves the Auditor's Report received on August 18, 2009.

CARRIED.

2. In response to a request from Jeff Laitinen, OLS-N, to provide them with the library's closing dates so that they can schedule coverage of the JASI service desk the board was asked to consider the dates to be closed over the upcoming holiday season.

Motion #39-09

Moved by A. Morgan, seconded by S. Lockhart, that the Sioux Lookout Public Library approves the closing of the Sioux Lookout Public Library for the holiday season on the following dates:

Christmas closing: Thurs. Dec. 24 to Sun. Dec. 27 (inclusive)

New Year's closing: Thurs., Dec. 31, 2009, 1:00 p.m. and Fri., Jan. 1, 2010

CARRIED.

3. The CEO briefly outlined the askON (ONdemande) project, a collaborative chat based virtual reference service offered by the province's libraries, and what would be required if we participated. As the Sioux Lookout Public Library is small library it would be considered a Non-Staffing Library Partner and would be required to participate in askON Training Programs and actively promote the use of the askON service within Sioux Lookout. There would be a bit of set-up work required by the CEO but the ongoing commitment was something that could be dealt with by current staff.

Motion #40-09

Moved by S. Lockhart, seconded by J. McGill, that the Sioux Lookout Public Library Board approves the Sioux Lookout Public Library entering into a partnership with Knowledge Ontario as a Non-Staffing

Library Partner to help in the delivery of askON (ONdemande), the provincial, collaborative, virtual reference service.

CARRIED.

4. The board continues to believe that library services should be available to all so is very willing to again offer these services to the residents of the Local Services Board of Wabigoon.

Motion #41-09

Moved by J. McGill, seconded by A. Morgan, that the Sioux Lookout Public Library agrees to enter into an *Agreement for Library Service* between the Sioux Lookout Public Library and the Local Services Board of Wabigoon for the year 2010.

CARRIED.

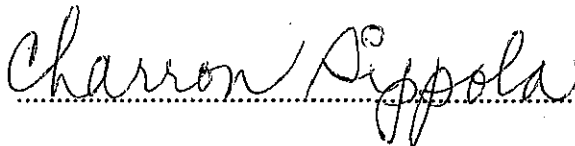
Circulation and Internet use statistics were distributed and reviewed. Members were pleased with the newer format but understood that it was being manually done by the CEO who will continue to look into other options to provide these figures.

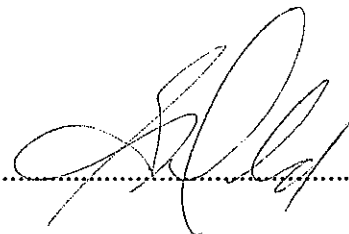
The next meeting will be on October 26, 2009 at 7:00 p.m. in the computer room of the library.

Motion #42-09

Moved by J. Klein, seconded by S. Lockhart, that we do now adjourn at 8:27 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Approved at
the December mtg.
- No quorum for
either Oct. or Nov.