



# Dryden Public Library Board

## MINUTES OF THE REGULAR MEETING

Held on January 17, 2022 via ZOOM.

Present	Matthew Benson (Chair) Angie Barton Shirley Cole Suzanne Lockyer Susan Reany-Iskra Patricia Wilson Caroline Goulding (Library CEO) Shayne MacKinnon (Council Rep)
Regrets	None
Guests	None

1.0	<b>Call to Order &amp; Land Acknowledgement</b>	The meeting was called to order by the Chair at 5:08 pm.	
2.0	<b>Approval of the Agenda</b>	<b>Motion 22-01</b> THAT the Dryden Public Library Board approve the agenda as amended. Moved by S Reany-Iskra; seconded by S MacKinnon. <b>APPROVED.</b>	
3.0	<b>Declaration of Conflict of Interest</b>	None declared.	
4.0	<b>Delegations</b>	None presented.	
5.0	<b>Adoption of the minutes</b>	<b>5.1 November 15, 2021</b>  <b>Motion 22-02</b> THAT the Dryden Public Library Board approve the minutes of the previous meeting November 15, 2021 as presented. Moved by S Mackinnon; seconded by S Lockyer. <b>APPROVED.</b>	
6.0	<b>Business Arising from the Minutes</b>	None	
7.0	<b>Reports</b>	<b>7.1 CEO Reports</b>	

		<ul style="list-style-type: none"> <li>○ See attached</li> <li>○ <b>Motion 22-03</b> THAT the Dryden Public Library Board agree to move the Book Lease program to LSC as of 2022. Moved by A Barton; seconded by S Cole. <b>APPROVED.</b></li> <li>○ The reason for the vestibule inner door being removed was discussed; it may have been for cosmetic and/or accessibility reasons.</li> </ul> <p><b>7.2 Statistical Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>7.3 Financial Report</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> <li>○ The report was not final for the year.</li> <li>○ The Board may need to have a special meeting to approve the 2022 Budget before the next Board meeting. C Goulding will be bringing capital projects and a draft budget forward earlier for the next budget cycle.</li> </ul> <p><b>7.4 Health and Safety Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>Motion 22-04</b> THAT the Dryden Public Library Board receive the following reports:  CEO Report – January 2022  Statistical Report to December 31, 2021  Financial Report to December 31, 2021  Health and Safety Report – January 2022  Moved by S Cole; seconded by S Reany-Iskra. <b>APPROVED.</b></p>	
8.0	<b>Decision Items</b>	<p><b>8.1 Policy Approvals</b></p> <p>The Board discussed the various policies and made suggestions for changes to the presented policies.</p> <p><b>Motion 22-05</b> THAT the Dryden Public Library Board approve the following policy documents as amended:</p>	<b>ACTION:</b> C Goulding will update the policies as recommended and forward edited copies of the HR07 – Naloxone Policy HR02 – Health and Safety Policy & HR-04

		<ul style="list-style-type: none"> <li>• HR 06 Working Alone</li> <li>• GN 04 CEO Evaluation</li> </ul> <p>Moved by S MacKinnon; seconded by A Barton. <b>APPROVED</b></p>	Prevention of Discrimination, Harassment, and Workplace Violence to the Board. These policies will be included on the February Meeting agenda.
9.0	<b>Discussion Items</b>	<p><b>9.1 Board Advocacy Activities</b></p> <p>M Benson noted the social media campaign the Board engaged in prior to Christmas regarding the Library’s charitable status. The Christmas giving campaign was successful in gaining end-of-year donations. M Benson is in the process of contacting local funeral homes and lawyer’s offices regarding planned giving for the Library.</p> <p><b>9.2 Annual Performance Measurements, Indicators, and Statistics Report</b></p> <p>C Goulding reviewed the executive summary of the report as well as some of the more interesting results.</p> <p><b>9.3 Re-Accreditation Work Plan</b></p> <p>C Goulding reviewed the work that has been accomplished over the past two months towards Re-Accreditation as well as the Report on the 2019-2021 Accessibility Workplan and the new 2022-2024 Accessibility Work Plan.</p>	ACTION: C Goulding will send a copy of this report to the Board by email.
10.0	<b>Information Items</b>	<p><b>10.1 February Policy Review</b></p> <p>C Goulding reviewed the recommended changes to the policies.</p>	

12.0	<b>Other Business/Questions</b>	<p>A short review of progress towards the new Strategic Plan was given. Currently, the committee is developing a survey to gain community feedback.</p> <p>The Board discussed revisiting the current hours of operation, as there may be increased demand for morning hours versus the later evening. No longer shifting between winter and summer hours was discussed. The Board would like staff to investigate library users' preferences for open hours. C Goulding noted that a change in open hours would require a change in staff hours.</p>	<p><b>ACTION:</b> Staff will look to track current use and a question regarding increased morning hours will be included in the strategic plan survey</p>
13.0	<b>Next Meeting</b>	Tuesday, February 22 at 5:00 pm via Zoom	
14.0	<b>Adjournment</b>	<b>Motion 22-06</b> THAT the Dryden Public Library Board adjourn at 6:32 pm. Moved by S Lockyer. <b>APPROVED.</b>	