



Dryden Public Library Board

MINUTES OF THE REGULAR MEETING Held on February 22, 2022 via ZOOM.

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

1.0	Call to Order & Land Acknowledgement	The meeting was called to order by the Chair at 4:58 pm.	
2.0	Approval of the Agenda	Motion 22-07 THAT the Dryden Public Library Board approve the agenda as amended. Moved by S Reany-Iskra; seconded by S Cole. APPROVED.	
3.0	Declaration of Conflict of Interest	None declared.	
4.0	Delegations	None presented.	
5.0	Adoption of the minutes	5.1 January 17, 2022 Motion 22-08 THAT the Dryden Public Library Board approve the minutes of the previous meeting January 17, 2022 as presented. Moved by S Cole; seconded by S Reany-Iskra. APPROVED.	
6.0	Business Arising from the Minutes	None	
7.0	Reports	7.1 CEO Reports ○ See attached	

		<p>7.2 Statistical Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.3 Financial Report</p> <ul style="list-style-type: none"> ○ The Financial Statement was unavailable as the City is completing their year-end <p>7.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached ○ C Goulding has added a new item to the Health and Safety Report “Audits”. This is a new procedure the City has created whereby managers review workstation design regularly. <p>Motion 22-09 THAT the Dryden Public Library Board receive the following reports: CEO Report – February 2022 Statistical Report to January 31, 2022 Health and Safety Report – February 2022 Moved by S Reany-Iskra; seconded by S Cole. APPROVED.</p>	
8.0	Decision Items	<p>8.1 CEO Pay Structure</p> <p>C Goulding left the meeting for the duration of the in-camera session.</p> <p>Motion 22-10 THAT the Dryden Public Library Board move to an in-camera session. Moved by S Reany-Iskra; seconded by S Cole. APPROVED.</p> <p>MOTION 22-11 THAT the Dryden Public Library Board approve the CEO Pay Structure as presented. Moved by S Cole; seconded by S Reany-Iskra. APPROVED.</p> <p>MOTION 22-12 THAT the Dryden Public Library Board return from the in-camera session. Moved by S Reany-Iskra; seconded by S Cole. APPROVED.</p>	

		<p>8.2 Policy Approvals</p> <p>The Board reviewed each policy and discussed the proposed changes.</p> <p>MOTION 22-13 THAT the Dryden Public Library Board approve policy documents HR-07 and HR-02 as presented and HR-04 as amended:</p> <ul style="list-style-type: none"> • HR-07 Naloxone Use Policy • HR-02 Health and Safety • HR-04 Prevention of Discrimination, Harassment, Sexual Harassment, and Workplace Violence <p>Moved by S Cole; seconded by S Reany-Iskra. APPROVED.</p> <p>MOTION 22-14 THAT the Dryden Public Library Board approve the following policy documents as amended:</p> <ul style="list-style-type: none"> • OP-06 Patron Code of Conduct • OP-15 Marketing and Media Relations • OP-19 Donations and Gifts <p>Moved by S Cole; seconded by P Wilson. APPROVED.</p> <p>8.3 Annual Report</p> <p>The Board reviewed the Annual Report and its new format.</p> <p>MOTION 22-15 THAT the Dryden Public Library Board approve the Annual Report as presented and pending the financial data still to be added. Moved by S Cole; seconded by P Wilson. APPROVED.</p> <p>8.4 Budget Approval</p> <p>The Draft Budget was reviewed. The Library is requesting \$12,000 more than previous year in order to replace the ceiling tiles. The Public Library Operating Grant is still showing as pending on the City's statements. The Library did receive it but it has not been transferred to the City yet.</p>	<p>ACTION: C Goulding will contact the City Clerk to arrange a presentation of the Annual Report to Council once the financial information is present.</p>
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9.0	<p>Discussion Items</p>	<p>9.1 Board Advocacy Activities</p> <p>M Benson distributed by email prior to the meeting copies of the letters he dropped off at local law firms and funeral homes. He was able to have a discussion with most offices, which were positive.</p> <p>9.2 Re-Accreditation Work Plan Update</p> <p>C Goulding reviewed the update and the progress which was made in the past month.</p> <p>9.3 Board Self Evaluation</p> <p>M Benson gave an overview of the Year 2 evaluation process. This evaluation will review how each Board member feels the Board has operated during their term and what they feel we could do better. The results of the evaluation would be included in a legacy document. The Self-Evaluation process will be discussed further prior to the summer.</p>	
10.0	<p>Information Items</p>	<p>10.1 March Policy Review</p> <p>C Goulding reviewed the recommended changes to the policies.</p> <p>10.2 Library Staff Job Descriptions</p> <p>The job descriptions were reviewed with staff and the CEO job description was reviewed by M Benson. Board members are encouraged to provide feedback on them.</p>	

12.0	Other Business/Questions	The survey has launched and responses have already begun to be received.	
13.0	Next Meeting	Monday, March 21 at 5:00 pm via Zoom	
14.0	Adjournment	Motion 22-17 THAT the Dryden Public Library Board adjourn at 6:16pm. Moved by S Reany-Iskra. APPROVED.	