



Dryden Public Library Board
MINUTES OF THE INFORMATION MEETING
 Held on January 19, 2019 at the Dryden Public Library.

Present	Angie Barton Matthew Benson Suzanne Lockyer Dayna DeBenedet (Library CEO)
Regrets	Shayne McKinnon (Council Representative)

1.0	Call to Order	The meeting was called to order by the CEO at 10:04 am.	
2.0	Approval of the Agenda	The purpose of this meeting was orientation and training based. A quorum was not reached but board members proceeded with an orientation session. Business decisions and votes are deferred until the February meeting.	
3.0	Orientation Session	<p>3.1 Introductions 3.2 Public Library Act 3.3 Role of the Board and CEO 3.4 Overview of Library Services and Resources 3.5 Legacy Document Review</p> <p>D DeBenedet led board members through an orientation that discussed the legislation governing Ontario’s Libraries and Library Boards, the role of the Library Board and CEO and the Legacy Document prepared by the previous Board.</p> <p>D DeBenedet also distributed resources such as the OLBA’s Cut to the Chase document, and slides from the Rural Ontario Institute that outline the duties of board members.</p>	

4.0	Library Tour	<p>4.1 Library Tour</p> <p>D DeBenedet led board members on a tour of the Library.</p>	
5.0	Orientation Session	<p>5.1 DPL Strategic Plan 5.2 Library Policy 5.3 Sample Reports</p> <p>Board members discussed the 2016-2019 Strategic Plan as well as the policy development process, and the library’s current policy manual. Board members received sample meeting reports from September 2018 to familiarize themselves with the Library Board’s regular meeting documents.</p>	
6.0	Discussion Items	<p>6.1 Resources for Library Board Members</p> <p>D DeBenedet provided board members with information about available resources, including the SOLS website, LearnHQ, the OLBA and their Leadership by Design program.</p> <p>6.2 Meeting Schedule</p> <p>Board members discussed their availability for future meeting dates. A decision on a future regular meeting date was deferred until all board members could be present. D DeBenedet will send out another Doodle poll to set a date and time for the February meeting.</p> <p>6.3 Chair and Vice Chair Appointments</p> <p>D DeBenedet asked board members to consider whether they would be interested in standing for the chair or vice-chair appointments. Appointments will be made at the February meeting.</p> <p>6.4 Signing Authorities and Banking Transition</p>	<p>ACTION: D DeBenedet to send out Doodle Poll to schedule February Meeting.</p>

		D DeBenedet discussed the process for changing the signatures on our library board bank account. Once the chair and vice chair have been appointed D DeBenedet will prepare a letter for the bank.	
7.0	Other Business/Questions	None presented.	
8.0	Next Meeting	TBD	
9.0	Adjournment	D DeBenedet adjourned the meeting at 12:33 pm.	