



Dryden Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on September 24, 2019 at Dryden City Hall.

Present	Matthew Benson Angie Barton Caroline Goulding Suzanne Lockyer Shayne MacKinnon (Council Representative) Dayna DeBenedet (Library CEO)
Regrets	Shirley Cole

1.0	Call to Order	The meeting was called to order by the Chair at 5:15 pm.	
2.0	Approval of the Agenda	Motion 19 – 36 THAT the Dryden Public Library Board approve the agenda as presented. Moved by C Goulding; seconded by S MacKinnon. APPROVED.	
3.0	Declaration of Conflict of Interest	None declared.	
4.0	Delegations	The Library Board welcomed Chair of the Friends of the Dryden Public Library and former Board Chair Lucille Ayers for an update on the Friends initiatives and a discussion about the Strategic Planning Process.	
5.0	Adoption of the minutes	5.1 August 7, 2019 Motion 19-37 THAT the Dryden Public Library Board approve the minutes of the previous meeting, August 7, 2019 as presented. Moved by S MacKinnon; seconded by S Lockyet. APPROVED.	

6.0	Business Arising from the Minutes	6.1 S Mackinnon requested an update on the Rural Economic Development Grant, and the Community, Culture and Recreation Grants. D DeBenedet informed the board that as per discussions with City of Dryden staff, the City of Dryden has already selected projects for those grant applications.	
7.0	Reports	<p>7.1 CEO Reports ○ See attached</p> <p>7.2 Statistical Reports ○ See attached</p> <p>7.3 Financial Reports ○ See attached</p> <p>7.4 Health and Safety Reports ○ See attached</p> <p>Motion 19-38 THAT the Dryden Public Library Board receive the following reports: CEO Report – September Statistical Report to August 31, 2019 Financial Statements to August 31, 2019 Health and Safety Report – September 2019 Moved by S MacKinnon; seconded by M Benson. APPROVED.</p>	
8.0	Decision Items	<p>8.1 2020 First Draft Budget 8.2 Five Year Capital Forecast</p> <p>The Library Board discussed the first draft of the 2020 budget and the 5-year capital Forecast for the Library. D DeBenedet provided information about the Library’s relationship with the City of Dryden Finance department, and the budgeting process.</p> <p>Several questions about the Library’s relationship with the City of Dryden were raised, including how capital projects are proposed and developed, responsibilities for the facilities management at the Library, the asset management plan, and whether a memorandum of</p>	

		<p>understanding should be drafted to clarify these roles and responsibilities.</p> <p>There was also a discussion about the Library Board's bank account and proper transfer of funds under the Public Library Act. D DeBenedet will follow-up on this issue with the City of Dryden finance department to ensure funds are being properly received as per the Act for 2020.</p> <p>Board members also discussed the process of contracting for library service with local service boards in unorganized territories.</p> <p>D DeBenedet suggested that City of Dryden Treasurer Steven Lansdell-Roll could be invited as a guest to a future board meeting to discuss these questions with Board Members.</p> <p>D DeBenedet will forward the draft budget to the Finance Department and will provide updates to the board as the budgeting process continues.</p>	<p>ACTION: D DeBenedet to invite City of Dryden Treasurer Steven Lansdell-Roll to attend an upcoming Board Meeting to discussion questions about the Library budget.</p>
9.0	Discussion Items	<p>9.1 Grant and Funding Updates D DeBenedet provided an update about the Public Library Operating Grant. The application is now open and is due by October 31, 2019.</p> <p>9.2 Strategic Planning Exercises</p> <p>D DeBenedet provided board members with sample strategic planning exercises, which we will begin in October/November. Board members discussed the planning process and asked D DeBenedet to contact OLS-North about working with them to develop the plan. C Goulding told board members about the positive experience the Fort Frances Library Board had working with OLS-North on their recent strategic plan.</p>	<p>ACTION: D DeBenedet to contact OLS-North re: Strategic Planning.</p>
10.0	Information Items	10.1 Cut to the Chase Handouts	

		Board members will be receiving new copies of Cut to the Chase at the next board meeting.	
11.0	Other Business/Questions	C Goulding informed board members that she will be representing the OLBA on the Ontario Public Library Guidelines Monitoring and Accreditation Council. She previously sat on the council as a librarian. The Council oversees the accreditation process for libraries across Ontario.	
12.0	Next Meeting	TBD	
13.0	Adjournment	Motion 19 – 35 THAT the Dryden Public Library Board adjourn at 7:04 pm. Moved by S MacKinnon. CARRIED.	