



**Dryden Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
 Held on November 6, 2019 at Dryden City Hall.

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

1.0	<b>Call to Order</b>	The meeting was called to order by the Chair at 5:05 pm.	
2.0	<b>Approval of the Agenda</b>	<b>Motion 19 – 40</b> THAT the Dryden Public Library Board approve the agenda as presented. Moved by A Barton; seconded by S Cole. <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 September 24, 2019</b>  <b>Motion 19-41</b> THAT the Dryden Public Library Board approve the minutes of the previous meeting, September 24, 2019 as presented. Moved by S Lockyer, seconded by C Goulding. <b>APPROVED.</b>	
6.0	<b>Business Arising from the Minutes</b>	<b>6.1 Contracting for Service</b>	

		<p>D DeBenedet provided an update on research into the possibility of contracting for service with local service boards. It was suggested that the board could prepare a letter to send out to the LSBs for January 2020. D DeBenedet will also look into whether First Nations Bands can contract for service.</p> <p><b>6.2 Delegations to the Board</b></p> <p>D DeBenedet spoke with Steven Lansdell-Roll, Treasurer for the City of Dryden, and Pam Skillen, Facilities Manager and Chief Building Official, about providing delegations to the Library Board in January or February. This will provide an opportunity for Board members to ask questions. D DeBenedet will follow up and confirm the dates.</p>	
7.0	<b>Reports</b>	<p><b>7.1 CEO Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</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 Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</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 19-42</b> THAT the Dryden Public Library Board receive the following reports:  CEO Report – November  Statistical Report to October 31, 2019  Financial Statements to September 30 2019  Health and Safety Report – November 2019  Moved by A Barton; seconded by S Cole. <b>APPROVED.</b></p>	
8.0	<b>Decision Items</b>	<p><b>8.1 2020 First Draft Budget</b></p> <p>D DeBenedet reviewed proposed changes to the 2020 budget with members of the board. D DeBenedet will follow-up on the status of</p>	

		<p>the Library’s capital funding, and a final copy of the budget will be approved at an upcoming meeting.</p> <p><b>8.2 Strategic Planning Process</b></p> <p>Board members discussed the upcoming strategic planning process and agreed to engage Steven Kraus at Ontario Library Service – North to help with the strategic plan. D DeBenedet will approach Steven about dates for an introductory meeting in the New Year.</p>	
9.0	<b>Discussion Items</b>	<p><b>9.1 Grant and Funding Updates</b></p> <p>D DeBenedet provided an update about current grant projects, upcoming applications and projects in development.</p> <p><b>9.2 Digitization Projects</b></p> <p>D DeBenedet and M Benson provided an update to board members about the recent acquisition of an archive of the Dryden Observer. The archive is currently being stored in the basement of the Library. The Library and Museum are currently working to identify grant funding opportunities for a large digitization project. D DeBenedet will reach out the Canadian Research Knowledge Network (CRKN) and Our Digital World for updates quotes for the project.</p> <p><b>9.3 Friends of the Library Update</b></p> <p>D DeBenedet provided a brief update from the Friends of the Library. Board members suggested a few fundraising ideas that could be suggested to the Friends at their next planning meeting. D DeBenedet will also confirm a date for a winter book sale with the Friends.</p> <p><b>9.4 Shelving Fund Update</b></p>	

		As the current draft budget stands, with a capital contribution of \$21,000 from the City of Dryden the Library Shelving Fund is very close to reaching our final \$50,000 goal. D DeBenedet will confirm the status of the project in the Capital Budget and we will prepare to move into the procurement process in 2020.	
10.0	<b>Information Items</b>	<p><b>10.1 Cut to the Chase Handouts</b></p> <p>Copies of Cut to the Chase are available for all Board Members at the Library.</p> <p><b>10.2 Holiday Hours</b></p> <p>D DeBenedet notified the board that the Library plans to follow the same holiday schedule as last year. The Library will be closed December 24, 25, 26, 31 and January 1 to accommodate statutory holidays as per the collective agreement.</p> <p><b>10.3 Upcoming City Branding Launch</b></p> <p>D DeBenedet shared information with the Board about the upcoming City of Dryden Branding Launch and provided Board members with a handout on the new brand.</p>	
11.0	<b>Other Business/Questions</b>	D DeBenedet presented a draft meeting schedule for 2020. Board members suggested that the 2 <sup>nd</sup> Monday of the month may be a more convenient time for most board members. D DeBenedet will revise the schedule for the next meeting.	
12.0	<b>Next Meeting</b>	<b>December 2, 2019</b>	
13.0	<b>Adjournment</b>	<b>Motion 19 – 43</b> THAT the Dryden Public Library Board adjourn at 6:24 pm. Moved by A Barton. <b>CARRIED.</b>	