



Dryden Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on October 26, 2020 via ZOOM.

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

1.0	Call to Order	The meeting was called to order by the Chair at 5:01 pm.	
2.0	Approval of the Agenda	Motion 20-34 THAT the Dryden Public Library Board approve the agenda as presented. Moved by C Goulding; 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 September 21, 2020 Motion 20-35 THAT the Dryden Public Library Board approve the minutes of the previous meeting September 19, 2020 as presented. Moved by S Lockyer; seconded by C Goulding. APPROVED.	
6.0	Business Arising from the Minutes	6.1 Shelving Installation D DeBenedet provided an update on the timeline for the shelving installation. D DeBenedet also informed the board of the Library's	

		<p>closure plans during this time, and presented a motion to approve the closure.</p> <p>Motion 20-36 THAT the Dryden Public Library Board approve the Library closure from November 2, 2020 through November 13, 2020 for the installation of new Library Shelving. Moved by S Cole; seconded by C Goulding. APPROVED.</p> <p>D DeBenedet presented the board with a motion to approve the disposal of the current library shelving. Plans for the disposal are being made with the City of Dryden Treasurer to ensure that they follow the Procurement Policy.</p> <p>Motion 20-37 THAT the Dryden Public Library Board approve the disposal of library shelving in advance of the shelving installation on November 10, 2020. Moved by C Goulding; seconded by S Cole. APPROVED.</p>	
7.0	Reports	<p>7.1 CEO Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.2 Statistical Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.3 Financial Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached <p>D DeBenedet reviewed monthly reports with the board. Board members discussed the monthly statistical report, and whether the metrics received are relevant measurements of the strategic goals of the board. Board members agreed that as part of the Strategic Planning process new metrics and monthly reporting should be developed.</p> <p>Motion 20-38 THAT the Dryden Public Library Board receive the following reports:</p>	

		<p>CEO Report – October 2020 Statistical Report to September 30, 2020 Financial Statements to September 30, 2020 Health and Safety Report – October 2020 Moved by S Lockyer; seconded by S Cole. APPROVED.</p>	
8.0	Decision Items	<p>8.1 2021 Meeting Schedule</p> <p>D DeBenedet presented a draft of the 2021 Board Meeting Schedule. The schedule maintains the current third Monday schedule.</p> <p>The Public Libraries Act requires boards to meet at least seven times per year, and the draft schedule sets dates for nine meetings.</p> <p>Motion 20-39 THAT the Dryden Public Library Board approve the 2021 Meeting Schedule. Moved by C Goulding; seconded by S Lockyer. APPROVED.</p> <p>Board members discussed upcoming meeting dates. The Board has a meetings scheduled for November 16, and December 21. D DeBenedet indicated that she would be off work on holidays for the December 21 meeting, and asked the Board if they would like to reschedule for earlier in the month or cancel the December meeting. The Library Board has fulfilled their meeting requirements for the year, and Board members agreed to cancel the December meeting and resume meeting in January 2021.</p>	
9.0	Discussion Items	<p>9.1 Updated 2021 Draft Operating Budget</p> <p>D DeBenedet explained updates to the draft operating budget and indicated that she was waiting for feedback from the Finance Department about any clarifications or requests for revision.</p> <p>9.2 Board Self-Evaluation</p>	

		<p>M Benson discussed the Board Self-Evaluation document. Board members had provided positive feedback, and were interested in moving forward with the process.</p> <p>Board members discussed how to use the board evaluation tool moving forward and agreed that completing the evaluation twice per four-year term would be useful. This will help the board evaluate their progress and any gaps at the halfway point, and then help generate ideas and feedback for the creation of a legacy document. Board members also discussed creating a policy about Board Evaluation.</p> <p>D DeBenedet offered to create an online version of the assessment that board members could complete anonymously.</p> <p>M Benson will distribute the evaluation tool in November, and the results will be reviewed at the next board meeting.</p> <p>9.3 Policy Review</p> <p>The Board discussed the policy review process and how they would like to set up the policy review schedule to ensure that policies are being reviewed on a monthly basis.</p> <p>D DeBenedet will add policy review as a standing item, and she will begin circulating policies to board members each month. Board members will receive policies at one meeting, which will be reviewed for approval at the next meeting. This will ensure policies are being reviewed regularly, and will help the board identify any gaps in the policy manual.</p> <p>D DeBenedet will bring forward the workplace violence policy at the November meeting. D DeBenedet is also working on drafting a policy around video surveillance with help from other libraries.</p>	<p>ACTION: D DeBenedet will create the online self-evaluation form.</p>
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10.0	Information Items	<p>10.1 OLBA Updates</p> <p>C Goulding provided an update on OLBA activities. She indicated that the OLBA is working closely with the OLS to develop webinars and training sessions for Board members.</p> <p>10.2 Friends of the Library Report</p> <p>The Friends of the Library submitted their annual report for the Board’s information.</p>	
12.0	Other Business/Questions	None presented.	
13.0	Next Meeting	Monday, November 16 at 5:00 pm.	
14.0	Adjournment	Motion 20-40 THAT the Dryden Public Library Board adjourn at 6:14 pm. Moved by C Goulding. CARRIED.	