



Dryden Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on February 20, 2024 in the Library

Present	Susan Reany-Iskra Nancy Rosaasen Caroline Goulding - CEO Angie Barton Suzanne Lockyer Karen Smith Catherine Kiewning
Regrets	Matthew Benson
Guests	

1.0	Call to Order & Land Acknowledgement	The meeting was called to order by the Vice-Chair at 4:59 pm.	
2.0	Approval of the Previous Meeting Minutes	<p>Motion 24-06 THAT the Dryden Public Library Board approve the minutes of the regular meeting of January 15, 2024 as presented. Moved by C Kiewning; seconded by N Rosaasen. APPROVED.</p> <ul style="list-style-type: none"> • Most action items have been completed. • C Goulding to do a test smudge in the Library to see if the alarms will sound. • C Goulding will follow up with C Pateman regarding outstanding deferrals. 	
3.0	Approval of the Agenda	Motion 24-07 THAT the Dryden Public Library Board approve the agenda as amended. Moved by S Reany Iskra; seconded by C Kiewning. APPROVED	
4.0	Delegations	None	
5.0	Declaration of Conflict of Interest	None declared.	

6.0	Reports	<p>6.1 CEO Report</p> <ul style="list-style-type: none"> ○ See attached ○ Friends will be purchasing new shelving for their book sales to replace the spinner and book cart in the vestibule. They also donated \$500 to the Dolly Parton Imagination Library at their last meeting. <p>6.2 Statistical Reports</p> <ul style="list-style-type: none"> ○ See attached ○ Dates need to be updated on the first page. ○ How the percentage changes year over year are presented have been changed. <p>6.3 Financial Report</p> <ul style="list-style-type: none"> ○ See attached ○ The 2023 year end statement is not final. Board discussed the revenue that is not yet showing and actual salaries and benefits. <p>6.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached ○ Board discussed the icing issue. Currently, there is no Asset Manager with the City. C Goulding will sit down with the new Asset Manager, once hired, to discuss the Library’s building and assets. <p>6.5 Building Maintenance Project Report</p> <ul style="list-style-type: none"> ○ See attached ○ Significant icing has occurred in the Library due to the recent cold snap. <p>6.6 Board Chair Report</p> <ul style="list-style-type: none"> ○ CEO Performance Evaluation will be taking place shortly, M Benson will be circulating draft 2024 targets. 	<p>Action: C Goulding to update the type of graph to a trailing one</p>
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		<ul style="list-style-type: none"> ○ Board evaluation survey is underway, Board members were thanked for filling it out ○ M Benson will update the Who Does What document once the 2024 Budget figures are final. <p>Motion 24-08 THAT the Dryden Public Library Board receive the following reports: CEO Report for February 2024 Statistical Report for January 2024 Financial Report for December 2023 & January 2024 Health and Safety Report for January 2024 Building Maintenance for February 2024 Moved by S Lockyer; seconded by K Smith. APPROVED.</p>	
7.0	Decision Items	<p>7.1 Policy Approvals 7.1.1 GN-03 Advocacy.</p> <p>Motion 24-09 THAT the Dryden Public Library Board approve the updates to policies: <ul style="list-style-type: none"> ● GN-03 - Advocacy. Moved by S Reany Iskra; seconded by C Kiewning. APPROVED.</p> <p>7.2 Annual Report It was suggested that the Library release some social media posts highlighting a few key statistics, especially number of in-library visits.</p> <p>Motion 24-10 THAT the Dryden Public Library Board approve 2023 Annual Report as presented. Moved by C Kiewning; seconded by N Rosaasen. APPROVED.</p>	
8.0	Advocacy	<p>8.1 City Chatter Library was included in this addition as well. The Board commented that we have been appearing in each month's editions.</p>	
9.0	Other Business	<p>9.1 In Camera Items</p>	

		<p>Motion 24-11 THAT the Dryden Public Library Board move in camera. Moved by N Rosaasen; seconded by K Smith. APPROVED.</p> <p>9.1.1 Labour relations or employee negotiations (PLA 16.1(4)(d)) 9.1.2 Personal matters about an identifiable individual (PLA 16.1(4)(b))</p> <p>Motion 24-12 THAT the Dryden Public Library Board move out of camera. Moved by S Reany Iskra; seconded by C Kiewning. APPROVED.</p> <p>9.2 Code of Conduct Issues C Goulding outlined current issues with members of the public in the Library under the influence of drugs/alcohol. The Board had an in depth discussion about the subject. The Board is committed to the Library being a safe space for members of the public and staff. Library staff should feel empowered to set and hold boundaries for behaviour. The Board directed that the CEO move forward with Ryan O’Dowd’s Homeless training and Rzone policy. The Board discussed increasing communication between the staff and the Board to ensure that concerns are heard. It was suggested that staff advertise that anyone can write a letter to the Board to have their voice heard.</p> <p>9.3 Update 2024 Budget The Board reviewed and discussed the amended budget. The Library only controls \$46,000 of its operating budget. To make the budget cut work the Library would need to be able to use earmarked capital funds towards operations. Even with the use of capital funds, it will be very difficult to not go overbudget. The Board will write a response to the Mayor’s letter outlining the need to use capital funds and how little of the Library’s budget is actually controlled by the Board.</p>	<p>Action: C Goulding to purchase Homeless training, contact L Gould regarding Rzone policy, and contact SLPL regarding their current program.</p> <p>Action: M Benson to draft a letter and circulate it to the Board prior to sending to Mayor Harrison.</p>
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10.0	Information Items	<p>10.1 GN-01 Policy Development C Goulding outlined proposed major policy changes including moving away from operational policies to just procedures to make the lines of responsibility clearer and making maintenance of policy records a CEO responsibility.</p> <p>10.2 GN-04 CEO Evaluation C Goulding outlined proposed major policy changes including addition of staff feedback within the CEO performance evaluation and Board members automatically receiving a copy of the CEO performance evaluation.</p>	
11.0	Next Meeting	Monday, March 18, 2024 5:00 pm via Zoom/Hybrid	
12.0	Adjournment	<p>Motion 24-14 THAT the Dryden Public Library Board adjourn at 6:50 pm. Moved S Reany Iskra. APPROVED.</p>	