



Dryden Public Library Board

MINUTES OF THE REGULAR MEETING

Held on June 20, 2022 via ZOOM.

Present	Matthew Benson (Chair) Shayne MacKinnon (Council Rep) Shirley Cole Susan Reany-Iskra Suzanne Lockyer Patricia Wilson Caroline Goulding (Library CEO)
Regrets	Angie Barton
Guests	Lucille Ayers

1.0	Call to Order & Land Acknowledgement	The meeting was called to order by the Chair at 5:01 pm.	
2.0	Approval of the Agenda	Motion 22-44 THAT the Dryden Public Library Board approve the agenda as presented. Moved by S Reany-Iskra; seconded by S MacKinnon. APPROVED.	
3.0	Declaration of Conflict of Interest	None declared.	
4.0	Delegations	Lucille Ayers, President of the Friends of the Library, presented their Annual Report. She also provided updates since the report was published. The Friends' Annual General Meeting was held in May. A third "Books for Sharing" box has been installed. For now, there will only be those three boxes. The Friends are considering further donations towards the Library. Lucille was thanked for her presentation and she and the Friends were thanked for all that they do for the Library. L Ayers left the meeting after her presentation.	
5.0	Adoption of the minutes	5.1 May 16, 2022	

		<p>Motion 22-45 THAT the Dryden Public Library Board approve the minutes of the previous meeting May 16, 2022 as presented. Moved by S Lockyer; seconded by S Cole. APPROVED.</p>	
6.0	Business Arising from the Minutes	None	
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 Report</p> <ul style="list-style-type: none"> ○ The difference between the two statements in terms of revenue was discussed. For workflow purposes the City only does one lump sum deposit at year end from the Library’s bank account. To provide a fuller picture for oversight purposes, the deposits made by staff are included in the Library-generated statement. <p>7.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached ○ The City will be developing its own Naloxone Use policy by the Fall and they will begin stocking it. Once the City passes its policy the Library Board should review it and consider adopting it as their own. ○ The City is developing a Right to Disconnect policy. City Council discussed it this week it is a policy related to ensuring people do not over work. The Library Board does not technically need this policy as they have under 25 employees. <p>7.5 2022 Workplan (Quarterly)</p> <ul style="list-style-type: none"> ○ See attached ○ Overall, including the items from the new Strategic Plan, 42% of action items have been completed, 42% are in progress, and 17% are incomplete. 	

		<p>Motion 22-46 THAT the Dryden Public Library Board receive the following reports: CEO Report – May 2022 Statistical Report to end of April 2022 Financial Statements to April 30, 2022 and April 22, 2022 Health and Safety Report – April 2022 Moved by S Reany-Iskra; seconded by S Cole. APPROVED.</p>	
8.0	Decision Items	<p>8.1 Policy Approvals</p> <p>The Board discussed the proposed policy changes that had been shared that afternoon.</p> <p>Motion 22-47 THAT the Dryden Public Library Board approve Policy Document OP-20 Records Management as recently presented. Moved by S Cole; seconded by S MacKinnon APPROVED.</p> <p>Motion 22-48 THAT the Dryden Public Library Board approve Policy Documents BL-01 Bylaws and HR-03 Professional Development and Training as presented. Moved by S Reany-Iskra; seconded by S MacKinnon APPROVED.</p> <p>The Library Board discussed the use of committees for policy review.</p> <p>8.2 2023 User Fees C Goulding reviewed the proposed fees. Motion 22-49 THAT the Dryden Public Library Board approve the 2023 User Fees as presented. Moved by S Lockyer; seconded by S Cole APPROVED.</p> <p>8.3 Strategic Plan Motion 22-50 THAT the Dryden Public Library Board approve the Strategic Plan as presented. Moved by S MacKinnon; seconded by S Cole APPROVED.</p>	

		<p>8.4 OP-23 Mandatory Mask Policy Motion 22-51 THAT the Dryden Public Library Board rescind the Policy document OP-23 Mandatory Mask Policy. Moved by S Lockyer; seconded by S Cole APPROVED.</p> <p>8.5 June Overdues Report Motion 22-52 THAT the Dryden Public Library Board approve the June Overdue Report with recommendation as presented. Moved by S Reany-Iskra; seconded by S MacKinnon APPROVED.</p>	<p>Action: C Goulding will flag the surplus for ongoing review to ensure we can continue to be fine-free without a budget impact.</p>
9.0	Discussion Items	<p>9.1 Staffing Update (In-Camera) Motion 22-53 THAT the Dryden Public Library Board move to an in-camera session. Moved by S Lockyer; seconded by S MacKinnon APPROVED.</p> <p>Motion 22-54 THAT the Dryden Public Library Board return from an in-camera session. Moved by S Reany-Iskra; seconded by S MacKinnon APPROVED.</p> <p>9.2 Board Evaluation M Benson emailed a copy of the Board Evaluation Form that had been completed in Year 2 to the Board last week. Board members are not being asked to answer the questions but use them as a guide to provide comments that could be passed on to the next Board. The comments will be used to inform legacy documentation.</p> <p>9.3 Strategic Plan Draft C Goulding briefly reviewed the plan. It was suggested that she read the Community Capacity Study that was released last week. The readability and focus on diversity within the plan was commented on. Motion 22-55 THAT the Dryden Public Library Board approve the Strategic Plan as presented. Moved by S MacKinnon; seconded by S Cole APPROVED.</p>	<p>ACTION: Board members will send comments to M Benson over the summer months.</p>

		<p>9.4 Package for Wabigoon Lake Ojibway Nation C Goulding reviewed the package, which is similar to the one that was sent by D Debenedet previously. M Benson suggested contacting Lloyd Napish to provide a testimonial. It is difficult to track how much ELFN members are using the service by postal code. C Goulding was directed to send the package.</p>	
10.0	Information Items	<p>10.1 September Policy Review C Goulding briefly reviewed the proposed changes.</p> <p>10.2 Correspondence – Bradford West Gwillimbury Public Library Board C Goulding reviewed the issue with the Board.</p> <p>10.3 2023 Draft Budget C Goulding reviewed the draft budget. There will likely be changes to this budget once Finance releases the final template and the results of the new Collective Agreement are known. The potential impact of changes in freight costs due to inflation was discussed. Our collection vendors to not charge freight currently to ship items.</p> <p>The Board offered suggestions for edits to the Facilities plan. The Facilities plan still has some unanswered questions within it, that need input from the Facilities Manager.</p> <p>10.4 Technology Plan C Goulding reviewed the Technology Plan.</p>	ACTION: Board members will send proposed changes by email.
12.0	Other Business/Questions	None	
13.0	Next Meeting	Monday, September 19 at 5:00 pm	
14.0	Adjournment	Motion 22-56 THAT the Dryden Public Library Board adjourn at 6:30pm. Moved by S Cole. APPROVED.	