



Dryden Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on October 23, 2023 in the Library

Present	Matthew Benson Angie Barton Susan Reany-Iskra Karen Smith Nancy Rosaasen Caroline Goulding - CEO Tina Wallin (Acting Library CEO)
Regrets	Suzanne Lockyer Catherine Kiewning
Guests	

1.0	Call to Order & Land Acknowledgement	The meeting was called to order by the Chair at 5:00 pm.	
2.0	Approval of the Previous Meeting Minutes	Motion 23-44 THAT the Dryden Public Library Board approve the minutes of the regular meeting of September 18, 2023 as presented. Moved by K Smith; seconded by N Rosaasen. APPROVED.	
3.0	Approval of the Agenda	Motion 23-45 THAT the Dryden Public Library Board approve the agenda as presented. Moved by A Barton; seconded by S Reany Iskra. APPROVED	
4.0	Delegations	None	
5.0	Declaration of Conflict of Interest	None declared.	
6.0	Reports	6.1 CEO Reports <ul style="list-style-type: none"> ○ See attached ○ Lockdown/lockout procedures are in the process of being updated 	

		<p>6.2 Statistical Reports</p> <ul style="list-style-type: none"> ○ See attached <p>6.3 Financial Report</p> <ul style="list-style-type: none"> ○ See attached ○ The Board would like to see a G/L line specifically for the Eagle Lake memberships ○ There are continued questions about why our salary figures are so under budget. ○ There is deferred revenue that is being brought forward to offset the spending in the book purchase line. ○ With the anticipated grant funding for the ICS grant, we are underspent for the year. The main sources of underspending are Salaries and benefits, facilities charges, and book leasing. <p>6.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached ○ Board requested procedures around smudging be created <p>6.5 Building Maintenance Project Report</p> <ul style="list-style-type: none"> ○ None <p>6.6 2023 Q4 Workplan Summary Update</p> <ul style="list-style-type: none"> ○ See attached ○ Discussed the items related to indigenous culture and language revitalization. Board suggested that we reach out to community partners and Lloyd Napish regarding efforts already underway and for support. Board members offered assistance in connecting with Elders. <p>Motion 23-46 THAT the Dryden Public Library Board receive the following reports: CEO Report for October 2023 Statistical Report for September 2023</p>	<p>Action: C Goulding will contact Finance regarding the new G/L Action: C Goulding will investigate these lines further</p> <p>Action: C Goulding will ensure procedures for smudging are in place.</p>
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7.0	Decision Items	<p>7.1 Approval of Capital Justification and Updated Operating Budget The Board discussed each document and C Goulding provided additional details regarding the leasing process.</p> <p>Motion 23-47 THAT the Dryden Public Library Board approve the Capital Justification items and the updated Operating Budget. Moved by A Barton; seconded by K Smith. APPROVED.</p> <p>7.1.1 Acquisitions Process (including leasing) C. Goulding gave an overview of the acquisitions process including, procedures, discounts, and the selection process.</p>	
8.0	Advocacy	<p>Chair M Benson attended the Community Partners evening held during OPLW and discussed Library fees with Mayor, Jack Harrison.</p>	
9.0	Other Business	<p>9.1 Statistical Report Discussion – Draft new report The changes to the report were discussed. The new report will be used moving forward and graphs will be added.</p> <p>9.2 OLS Boards Assembly The Boards Assembly meetings held by the Ontario Library Service were discussed. They are an opportunity for Board members from similarly sized communities to get together, additionally one representative from each assembly group is appointed to the OLS Board. The next meeting is November 7, M Benson will forward meeting details when they become available.</p> <p>9.3 OLBA Vacancy</p>	

		There is a vacancy on the OLBA Council for a NWO representative. It is only a one year term as it is a mid-term replacement as the previous representative was elected to the Vice President role. This is a working group of the Ontario Library Association.	
10.0	Information Items	<p>10.1 HR-02 Health and Safety</p> <p>10.2 HR-03 Prevention of Discrimination, Harassment, and Workplace Violence</p> <p>10.3 HR-05 Working Alone</p> <p>These three policies all need to be reviewed annually or after an incident of note. C Goulding discussed some recent incidents that have occurred. Typically, the policy does not need modification, but the Library's Health and Safety Procedures are regularly modified and added to as different situations arise.</p> <p>10.4 Library Organizations Cheat Sheet</p>	
11.0	Next Meeting	Monday, November 20, 2023 5:00 pm via Zoom/Hybrid	
12.0	Adjournment	Motion 23-48 THAT the Dryden Public Library Board adjourn at 6:18 pm. Moved A Barton. APPROVED.	