



Dryden Public Library Board

MINUTES OF THE REGULAR MEETING Held on March 21, 2022 via ZOOM.

Present	Matthew Benson (Chair) Angie Barton Suzanne Lockyer Shayne MacKinnon (Council Rep) Shirley Cole Susan Reany-Iskra Patricia Wilson Caroline Goulding (Library CEO)
Regrets	None
Guests	None

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 Agenda	Motion 22-18 THAT the Dryden Public Library Board approve the agenda as amended. Moved by S Lockyer; 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 February 22, 2022 Motion 22-19 THAT the Dryden Public Library Board approve the minutes of the previous meeting February 22, 2022 as presented. Moved by S Reany-Iskra; seconded by P Wilson. APPROVED.	
6.0	Business Arising from the Minutes	None	
7.0	Reports	7.1 CEO Reports	

		<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 Financial Statement and a second statement showing revenue was presented ○ C Goulding will be tracking revenue monthly and at year end will send the City a cashier’s sheet that includes all revenue. ○ The benefits are budgeted in a single line by the City. C Goulding will flag any issues with the totaled amounts. <p>7.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached <p>Motion 22-20 THAT the Dryden Public Library Board receive the following reports: CEO Report – March 2022 Statistical Report to February 28, 2022 Financial Statements to February 28 and March 22, 2022 Health and Safety Report – March 2022 Moved by S MacKinnon; seconded by S Reany-Iskra. APPROVED.</p>	
8.0	Decision Items	<p>8.1 Policy Approvals</p> <p>The Board reviewed the proposed policy changes.</p> <p>Motion 22-21 THAT the Dryden Public Library Board approve policy documents FN-02, FN-03, FN-05, and GN-01 as presented. Moved by A Barton; seconded by S Reany Iskra APPROVED.</p> <p>8.2 Library Staff Job Descriptions</p> <p>The Board reviewed and suggested additional changes to the Job Descriptions.</p>	

		<p>MOTION 22-22 THAT the Dryden Public Library Board approve the following Staff Job Description documents as amended:</p> <ul style="list-style-type: none"> • CEO/Chief Librarian • Library Technician • Student Library Page <p>Moved by S Cole; seconded by S MacKinnon. APPROVED.</p>	
9.0	Discussion Items	<p>9.1 Staffing Update [In Camera]</p> <p>MOTION 22-23 THAT the Dryden Public Library Board move to an in-camera session. Moved by A Barton; seconded by S Reany-Iskra. APPROVED.</p> <p>MOTION 22-24 THAT the Dryden Public Library Board return from the in-camera session. Moved by S Lockyer; seconded by S MacKinnon. APPROVED.</p> <p>9.2022 Workplan (includes Accreditation Work Plan)</p> <p>C Goulding reviewed the new workplan. The Board requested the item “Board Orientation” be added. The Workplan has been shared with staff. The Board can determine if they would like to receive monthly or quarterly updates on Workplan progress.</p> <p>The Victor Readers mentioned come from the Centre for Equitable Library Access (CELA). They are used to play CELA’s proprietary audiobooks, Daisy Discs. If the Readers and Discs do not circulate well, they will be returned to CELA.</p> <p>9.3 Overdues and Fine Preliminary Impact Report</p> <p>C Goulding reviewed the report. Fines were likely historically used in the belief it encouraged the prompt return of materials, they are now just considered a revenue source.</p>	

		<p>S Cole shared talking points from an Ontario Library Association Super Conference session she attended about going fine-free. Fines are punitive in nature and do not encourage prompt materials return. The revenue generated from fines is outweighed by the cost of collection. The presenting library chose to focus on “serving people and not books”.</p> <p>Suggested that the Library partner with the Friends in fundraising and that any campaigns focus on raising funds for the Library in general and not specifically on going fine-free.</p> <p>The Board is interested in the results of the amnesty month and if there will be an impact on material returns.</p>	<p>ACTION: C Goulding will create a report for the Board on the number of overdues for the April meeting, to compare to the one generated for the March meeting.</p>
10.0	Information Items	<p>10.1 April Policy Review</p> <p>C Goulding reviewed the recommended changes to the policies.</p> <p>10.2 Library Board Member Job Descriptions</p> <p>C Goulding reviewed the recommended changes to the Board member Job Description</p> <p>10.3 Diversity, Equity, and Inclusion Session Notes</p> <p>The notes are a summary of a session hosted by the City.</p>	
12.0	Other Business/Questions	None	
13.0	Next Meeting	Tuesday, April 19 at 5:00 pm via Zoom	
14.0	Adjournment	Motion 22-25 THAT the Dryden Public Library Board adjourn at 6:08pm. Moved by A Barton. APPROVED.	