

## Library Board Minutes

The Library Board of Rideau Lakes held a Regular Meeting at the Portland Branch of Rideau Lakes Public Library on February 28/2012 at 5 p.m.

Roll Call was taken and the following Board Members were in attendance: Doug Franks, Yvonne Helwig, Peggy Fletcher, Greg Smith, Julian Hawryszko, Pat Greenhorn

With regrets: Sheilagh Dubois, Joanne McIlhinney, Bob Lavoie

Staff: Sue Warren

### RESOLUTION #12-03

Moved by: Pat Greenhorn

Seconded by: Yvonne Helwig

To pass a Resolution that:

The Rideau Lakes Public Library Board approves and adopts the agenda as presented.

### RESOLUTION # 12-04

Moved by: Pat Greenhorn

Seconded by: Julian Hawryszko

To pass a Resolution that:

The Rideau Lakes Library Board approves the January 2012 minutes with the following amendments: In attendance: Pat Greenhorn, Greg Smith and Joanne McIlhinney's name in full as well as "known" in the second last paragraph.

Carried

Sue presented the CEO reports for both January and February with updates. The Library has purchased e-readers as well as an IPAD in order to take advantage of our Capacity Building Grant from last year. We also have subscribed to Overdrive Advantage. Our summer student has been applied for. We also have set up a tentative working committee to explore Open Source with myself, Patrick, North Grenville, Perth and Leeds and Thousand Islands.

### RESOLUTION #12-05

Moved by: Greg Smith

Seconded by: Julian Hawrysko

To pass a resolution that:

The Rideau Lakes Library Board accepts the CEO reports for January and February 2012.

Carried

The survey from the South Elmsley Branch was reviewed (see attachment to CEO report). Doug reviewed the meeting with Chris Hawthorne with the Board. A number of patrons (21% of the survey) had switched to using other local libraries

after the change in hours. The survey was very complimentary however of staff and services. 57% were concerned about the change in hours; 57% were not concerned.

The final budget for Council will be passed in early March and since we haven't heard anything we presume our budget will pass.

Yvonne reviewed the policy review timetable she had established as well as the 2012 Board work plan. Doug has also drafted some tentative new policies. The policy committee will meet in April to review the new policies.

RESOLUTION #12-06

Moved: Pat Greenhorn

Seconded: Greg Smith

To pass a resolution that

The Rideau Lakes Library Board accepts the Policy Review timetable and 2012 Board work plan as amended.

Carried

There was some discussion about revamping our strategic plan. It was requested that this be talked about at the next meeting since it was felt we needed a meeting with council before we started charting this. Suggestions were made that we do another user survey this summer.

Friends of the Library were discussed. After Yvonne reviewed some information she obtained at the conference on Friends, it was suggested that Joanne, Sue and Sheilagh meet to 1. Draw up a letter with some job descriptions of various functions Friends could be involved in e.g. bake sales, electronic book sales, regular book sales, Executive Director, Treasurer 2. Establish a list of goals for fundraising e.g. programs etc. 3. Establish a recruitment brochure and contact ex-Board members.

The financial statement for January 2012 was reviewed. As well, Sue mentioned that Donna was taking the books for the auditor directly to the township office this year in order to prevent a long delay like last year.

RESOLUTION #12-07

Moved: Greg Smith

Seconded: Pat Greenhorn

To pass a resolution that

The Rideau Lakes Library accepts the January 2012 financial statement as prepared by Donna Penney.

Carried.

Patricia Greenhorn tendered her resignation regretfully from the Board due to work obligations. Efforts will be made to recruit a new member from Bastard and South Burgess Ward.

At 6:47 p.m. the Board moved in camera to review the CEO performance review and goals. Sue absented herself from the discussion. The Board moved out of camera at 6:52. Doug and Yvonne reviewed Sue's performance and goals with her after the meeting.

**The next meeting will then be scheduled March 27, 2012 at 5 p.m. in Portland.**