



ATTENDEES:

Board: Greg White (Chair), Cynthia O'Donnell, Carla White, Roy Amalu, Shazia Mughal, Jim Proudfoot, Corinna Pirie, Amanda MacPherson (Vice Chair)

Staff: Melissa Flett (Director), Andrea Lee (Admin Associate), Shauna Darbyshire (Reference Services)

1. **CALL TO ORDER:** by Greg White at 6:00 P.M.

2. **APPROVAL OF AGENDA:**

MOTION 17 05 17 01: by A. Pirie/ C. O'Donnell as presented.

CARRIED

3. **APPROVAL OF MINUTES OF APRIL 19, 2017**

C. O'Donnell noted that there was a part missing from item 5.2 M. Flett read the missing piece aloud. C. Pirie noted that her name was spelled incorrectly. Pirire should be Pirie.

MOTION 17 15 17 02: by ? /C. O'Donnell, to approve minutes as amended.

CARRIED

4. **PUBLIC PRESENTATION: Shauna Darbyshire, Reference Services Associate: CELA**

CELA stands for Centre for Equitable Library Services and they focus on patrons with blindness, physical or mental disabilities, and print disabilities. Shauna went on to explain the importance of using victor readers, daisy books and the process of signing them out; and how patrons can access different titles.

5. **BUSINESS CARRIED FORWARD**

5.1 Roundtable discussion

The Library is currently working on procedures – this was deferred to June meeting.

6. **NEW BUSINESS/ITEMS FOR DISCUSSION**

6.1 Personnel Policies

M. Flett provided an update to the board; waiting to hear back from the municipality.
Deferred to June meeting.

6.2 Tech Plan

M. Flett explained tech plan, as of current everything has to be replaced in 5 years. C. Pirie asked if we had to replace all the computer stations at once? M. Flett answered, yes, due to our licensing agreement. We would also get a discount for purchasing them all at once. The Library is looking to replace all 12 laptops from 2012-2013.

G. White mentioned a coin-op machine for the public printer. M. Flett responded; hopefully going to have card style. Either print card or credit card.

C. Pirie commented that the library card should double as a print card, as to avoid having multiple cards. M. Flett assured this was a goal the Library was aiming for.

S. Mughal inquired about family cards. M. Flett mentioned that the Library tried them before and due to our FOIP agreement it is easier to have everyone sign for their own cards.

C. Pirie questioned if the Board could have a replacement schedule of what we currently have. M. Flett said that the tech plan is to be reviewed by the board every year. This year the focus is the Self Checks from 2009 to get them replaced, and approval for that.

R. Amalu suggested that we lease the Self Checks. M. Flett agreed to look more into this and come back with quotes.

Motion 17 15 17 03: J. Proudfoot/ C. Pirie, to come back with quotes for leasing self-check outs.
CARRIED

7. REPORTS

7.1 Financial statement Review at March 31, 2017

M. Flett reviewed the financial statement. R. Amalu asked if we could do a 3 month budget variance. C. Pirie was concerned that Programs and Events were already at 58% of YTD. M. Flett explained that this was because of a project. It will even out over time. R. Amalu said that if we continue the way we are we will be over budget. M. Flett assured him that it will balance out with the FT hours and PT hours.

7.2 Director and Management Report

M. Flett to review the management reports. Fire tower and Lynda received positive feedback.

7.2.1 Staff Engagement Survey Update

M. Flett explained the survey. C. Pirie asked if each group was taking a different approach. Did anything surprise you? M. Flett responded that yes the management are in charge of the meetings so the approach is different according to each manager. What surprised us was that a lot of staff spoke on other staff experiences. Hopes the next survey will be more positive.

C. Pirie asked if management are meeting separately to discuss the team's feedback. Answer yes they are.

7.3 2016-2018 Plan Of Service Update

M. Flett to review the POS with the board. C. Pirie asked if we offer any programs other than English ones. We offer French programs also. C. Pirie suggested that this be an area to expand by reaching out to multi-cultural association.

8. REQUEST TO GO IN CAMERA

MOTION 17 05 17 05: by, A. MacPherson/C. O'Donnell, to go in camera at ?
CARRIED

A. Lee left the meeting.

Signature: _____
Board Chairperson

Date: _____

Signature: _____
Library Director

Date: _____