

LIBRARY BOARD MINUTES

Goderich, Ontario
May 24, 2018

The Huron County Library Board met in the Seaforth Library, 108 Main Street, Seaforth on May 24, 2018. All members of the Board were present except Member Collyer.

1. Call to Order

Chair MacLellan called the meeting to order at 9:00 AM.

2. Motion to Accept the Agenda and Receive All Reports:

MOTION:

Moved by: Member Jutzi and Seconded by: Warden Ginn

THAT:

The Library Board Agenda for May 24, 2018 be accepted and all the reports included in the Agenda, be received.

CARRIED

3. Declaration of Pecuniary Interest and the General Nature Thereof:

There were no declarations of pecuniary interest stated.

4. Minutes of Previous Session:

MOTION:

Moved by: Member Deichert and Seconded by: Member McDonnell

THAT:

The minutes of the Library Board meeting of April 25, 2018 be adopted as circulated.

CARRIED

5. Presentation: None.

6. Board Member Issues:

Member Jutzi informed members that she had an opportunity to use microfiche and is a strong supporter of the digitization program.

7. Reports of the County Librarian:

7.1 Report for Information/Updating Purposes for May 2018: (presented by Sharon Cox)

MOTION:

Moved by: Member Fergusson and Seconded by: Warden Ginn

THAT:

The report from Sharon Cox, Interim CEO, dated May 24, 2018, titled Library March 2018 reports for information/updating purposes for the Library Board Report of May 24, 2018, be accepted as presented for information.

CARRIED

7.2 Creation of a Separate Library Board Bank Account: (presented by Sharon Cox)

MOTION:

Moved by: Member Deichert and Seconded by: Warden Ginn

THAT:

The report from Sharon Cox, Acting County Librarian, dated May 24, 2018 titled Creation of a separate Library Board Bank Account, be accepted as presented for information;

AND FURTHER THAT:

The Huron County Library Board approves the creation of a separate Library Board Bank Account;

AND FURTHER THAT:

The Interim CEO works with Huron County Treasury staff to meet the requirements of the Ministry of Tourism, Culture and Sport.

CARRIED

Moved by: Member Cairncross and Seconded by: Member Fergusson

THAT:

The Huron County Library Board approves the transfer of funds from the Library Board Bank Account by the County of Huron to pay public library board bills.

CARRIED

7.3 2017 – Library Draft Year End Financial Review: (presented by Veronica Stevenson)

MOTION:

Moved by: Member Deichert and Seconded by: Member Cairncross

THAT:

The report by Acting Deputy-Treasurer, Veronica Stevenson, dated May 24, 2018 titled 2017 – Library Draft Year End Financial Review, be accepted as presented for information.

CARRIED

7.4 Draft Financial Statements of the County of Huron Library Board: (presented by Veronica Stevenson)

MOTION:

Moved by: Warden Ginn and Seconded by: Member Fergusson

THAT:

The Library Board approves the Draft Financial Statements of the County of Huron Library Board for the year ended December 31, 2017, as presented on May 24, 2018 by Veronica Stevenson.

CARRIED

8. Policy Review:

8.1 Advocacy Policy Review: (presented by Sharon Cox)

MOTION:

Moved by: Member Cairncross and Seconded by: Member McDonnell

THAT:

The report from Sharon Cox, Acting County Librarian, dated May 24, 2018 titled Advocacy Policy Review, be accepted as presented for information;

AND FURTHER THAT:

The Huron County Library Board reviews and approves the policy related to advocacy.

CARRIED

8.2 Circulation Policy 2018 Draft: (presented by Sharon Cox)

A report titled Circulation Policy Wording Options was presented to the Library Board on April 25, 2018. The following motion was made:

Moved by: Warden Ginn and Seconded by: Member Collyer

THAT:

The report from Sharon Cox, Interim CEO, dated April 25, 2018 titled Circulation Policy Wording Options, be accepted as presented for information;

AND FURTHER THAT:

The Library Board approves amending Section 10 Lost and Damaged Items subsection 10.3 as follows:

- a. An item deemed by Library staff to be damaged beyond use for the library collection may be given to the patron provided they have paid the full list price and the item has been properly discarded and removed from the database. This process may take several days;

AND FURTHER THAT:

The policy be updated and brought to the May meeting for final approval.

CARRIED

MOTION:

Moved by: Member Jutzi and Seconded by: Warden Ginn

THAT:

The Huron County Library Board approves the Huron County Library Circulation Policy.

CARRIED

8.3 Elections Policy: (presented by Sharon Cox)

MOTION:

Moved by: Warden Ginn and Seconded by: Member McDonnell

THAT:

The report from Sharon Cox, Acting County Librarian, dated May 24, 2018 titled Elections Policy, be accepted as presented for information;

AND FURTHER THAT:

The Huron County Library Board approves the Elections Policy.

CARRIED

9. Correspondence:

MOTION:

Moved by: Member Jutzi and Seconded by: Member Fergusson

THAT:

The Library Board accepts correspondence not specifically dealt with, for information.

CARRIED

10. Accounts:

Accounts up to and including April 26, 2018 totaling \$22,317.52 and the financial statements for the period ending March 31, 2018 were reviewed.

	REVENUE		EXPENDITURES		COUNTY CONTRIBUTION	
	YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
Library	50,752	62,310	781,105	781,251	730,353	718,941

MOTION:

Moved by: Member Cairncross and Seconded by: Warden Ginn

THAT:

The accounts up to and including April 26, 2018 and the financial statements for the period ending March 31, 2018, be received.

CARRIED

11. Closed to the Public Session: None.

12. Next Meeting:

The next meeting of the Library Board will Wednesday, June 27, 2018 at 9:00 AM in the Council Chambers, Goderich.

Following the meeting, Anne Dodington, East Team Manager, conducted a tour of the branch and answered questions about activities at the Seaforth Library.

13. Adjournment:

MOTION:

Moved by: Member Deichert and Seconded by: Member McDonnell

THAT:

The Library Board meeting adjourn at 9:38 AM.

CARRIED

Chair Bernie MacLellan