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LAKE OF BAYS LIBRARY BOARD
'LITERACY IS OUR GOAL'
Minutes – Tuesday April 21st, 2009
Meeting held in Baysville Library

Present: Linda Lacroix, Dolly Martin, Maureen Wilson, Mary Lois Rennie, Ann Rogers, Nancy Tapley, Shirley Anne Sturgess, Rod McLean, Peggy Hurley

Absent: Ruth Ross, Ginny Burgess

Regrets: Don Chevalier, David Johnstone

1. **Call to Order:** 9:30 a.m. Ann Rogers, Chairman
2. **Approval of agenda:** approved by Shirley Anne; seconded by Dolly Martin
3. **Approval of Minutes of March 24th 2009 meeting:** Approved by Nancy Tapley, Seconded Dolly Martin..
4. **Treasurers Report:** Report received in Don Chevalier's absence. Budget of Library board has not been approved. Township decision to cut merit pay for 2008, as well as overtime, and extended hours therefore further discussion required. Query regarding advertising.
5. **Librarians Reports.**
 - a. **Dwight:**
 - i. Staff attended all day workshop on Accident Investigation Techniques and Conducting Effective Workplace Inspections.
 - ii. Renewal statistics have been updated
 - iii. Staff Performance Review has been completed and recognition of performance has been established.
 - iv. Education Week at Irwin Memorial School: invitation received for participation in Education Week.
 - v. Doors Open: Library will co-host a silent auction to benefit the Heritage Committee of Lake of Bays. A number of local area establishments are participating and community support appreciated.
 - vi. Job Analysis Questionnaire has been completed for Township.
 - vii. Dwight Friends of the Library Annual General Meeting to be held May 7th, 2009. Board members encouraged to attend.
 - viii. Huntsville has been contacted re Employment Insurance issues, there is no outreach program that could include Dwight. Perhaps "second career" information could be arranged if sufficient interest.
 - ix. Archery Project fully booked, thanks to many donors regarding prizes.

Baysville:

- i. Proposed opening of library during week of May 12, 2009.
- ii. Donor board under discussion.

Future Agenda Items: (September 2009 agenda)

1. Policy Review, SOLS Audit and Certification, by Rod McLean and Mary Lois Rennie.
2. Library Board orientation kit should be made available to board members.

3. Review of handbooks from Thousand Islands, SOLS and Kirkland Lake regarding Library Boards; the Act' Code of Discipline, directions regarding municipalities and boards.
 4. Governance – information complete, designations of staffing.
 5. Liabilities of Board members
 6. Collections, Human Resources, Health and Safety Issues
 7. Trustees (board members) should acknowledge policy review as each four year term commences.
 8. Staff to determine priority of Children's Policies; Human Resources, Health and Safety; Emergency Plans, Procurement policies, Volunteer policies.
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6. **Next meeting: May 19th, 2009** am Dwight Library
 7. **Motion of Adjournment:** Motion to adjourn at 11:30 a.m.
 8. **Minutes signed by acting chair:**
Ann Rogers


