

SIoux LOOKOUT PUBLIC LIBRARY BOARD MINUTES

TO BE PRESENTED on April 28, 2020

Date: March 24, 2020

Present: **Members:** J. Baum, J. Klein, R. Labossiere, L. Martin, A. Saltel, D. Starratt and J. Timpson.

CEO/Chief Librarian: M. Laverty

Regrets: **Members:** C. Cecchetto, B. Roberts

Meeting chaired by J. Klein (acting) and called to order at 5:38pm.

Motion #20-20

Moved by A. Saltel, seconded by L. Martin that the agenda of the March 24, 2020 board be approved as presented.

CARRIED.

Conflict of interest: *None*

PRESENTATION(s):

None.

MINUTES:

Minutes from the February 25, 2020 and March 13, 2020 meetings were reviewed.

Motion #21-20

Moved by A. Saltel, seconded by L. Martin that the minutes of the February 25, 2020 board meeting be approved.

CARRIED.

Motion #22-20

Moved by A. Saltel, seconded by L. Martin that the minutes of the March 13, 2020 board meeting be approved.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

CORRESPONDENCE:

The correspondence was reviewed.

BUSINESS ARISING FROM CORRESPONDENCE:

FINANCIAL REPORT:

The Statement of Disbursements for the month of February 2020 was reviewed.

Motion #23-20

Moved by A. Saltel, seconded by L. Martin that the Statement of Disbursements for the month of February 2020 in the amount of \$31,428.56 be approved.

CARRIED.

BUSINESS ARISING FROM FINANCIAL REPORT:

No actions required.

COMMITTEE REPORTS:

1. **Finance/Personnel Committee.** J. Klein agreed to reach out to all committee members to begin planning the upcoming performance appraisal of the CEO/Chief Librarian.
2. **Fundraising/Advocacy Committee.** A. Saltel and B. Roberts reported that they were drafting a letter that could be mailed to local organizations requesting a donation to the library (with the fiscal year ending on March 31, 2020 for many).
3. **Policy/Planning Committee.**

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

Nothing to report.

OLD BUSINESS:

1. Strategic Planning.

NEW BUSINESS:

1. **Community Engagement Librarian.** The CEO reported that an internal applicant had been offered the position of Community Engagement Librarian.

Board directs CEO to create an employment contract for this position and consult with the HR Department at the Municipality of Sioux Lookout.

2. **Library staffing during the closure.** The general consensus from board members present is to continue the practice of paying library staff and issuing work remotely.

CIRCULATION REPORTS/CMR STATS:

Circulation and Internet use statistics were distributed and reviewed.

DATE AND TIME OF NEXT MEETING:

The next meeting of the Sioux Lookout Public Library Board will be Tuesday, April 28, 2020 at 5:30 p.m. in the Community Media Room of the library.

Motion #24-20

Moved by J. Timpson, seconded by L. Martin that we do now adjourn at 7:18 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.