

**Cobourg Public Library Board
Minutes
Wednesday January 17th, 2018
7:00 p.m. Library Rotary Room**

Board: Councillor Pat McCourt, Kevin Caldwell, Jennifer Gillard, Brian Donaldson, Michael Kerr, Diana Cleland

Staff: T. Robinson, CEO, K. Davis, Manager of Public Services, H. Viscount, Manager Access Services,
J. Gard, Administrative Assistant

Regrets: Pauline Janitch, Patricia Fenner, Councillor Suzanne Séguin

1) Call to Order

The meeting was called to order at 7:10 p.m. A quorum was established.

2) Approval of the Agenda

Moved by J. Gillard, seconded by M. Kerr, that the agenda be accepted as presented. Carried.

3) Declaration of conflict of interest

None declared.

4) Election of Board Officers (CEO presided)

B. Donaldson, nominated K. Caldwell for the position of chair. Seconded by D. Cleland.

J. Gillard nominated P. McCourt as vice chair. Seconded by D. Cleland.

No other nominations were made.

K. Caldwell and P. McCourt accepted the nomination of Chair and Vice Chair, respectively

T. Robinson declared K. Caldwell the chair of the board, and P. McCourt as vice chair for 2018.

5) Standard Agenda Items

a) Minutes from meeting of November 15th, 2017

b) CEO's Report

c) December 2017 Financials > (Not available for this meeting, and were not discussed)

Moved by B. Donaldson, seconded by D. Cleland, that the Standard Agenda Items be approved as amended. Carried.

6) Business Arising

a) 2018 Budget Review – Update

T. Robinson provided an update that she will be at Cobourg Council on January 18, 2018 to present the budget to the committee of the whole.

b) Book Keeper

An update was given about the bookkeeper's absence.

7) New Business

a) Library Board Cyclical Agenda:

Policy 5.1 – By-Laws

The by-laws were presented for review, and will be discussed at the February 2018 meeting.

b) Library Strategic Plan

In terms of progress on the current strategic plan, there is only one outstanding item from 2017 to be completed.

There are only four items to work on in 2018, and there is plenty of time for staff to complete in 2018.

T. Robinson proposed to the Board that the Library Leadership team (T. Robinson, K. Davis, H. Viscount, R. Perry, and J. Gard) begin work on the next strategic plan. This proposal included asking the Board for input into a public survey. At this time the Leadership Team will consider the library space, access to the library, programs and other items of interest. The Board was receptive to having the Leadership Team begin the strategic planning process for the next Board term.

c) Union Negotiations

The Memorandum of Understanding and appendices outlining the changes negotiated to the collective agreement for unionized library staff were presented for informational purposes.

8) Correspondence

a) None

9) In Camera

a) None

10) Adjournment

The meeting adjourned at 8:10 p.m.