

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, April 25, 2016 at 12:00PM in the Local History Room of the Library

In attendance: Jessica Nordhaus, Cate MacLachlan, Glenn McRae, Ellen MacLellan, Allyson Laackman, Mary Ellen Manock, Peter Ireland, Charles Winkelman, Megan Butterfield, Rubi Simon, Kath Laing (Clerk)

Apologies: Ed Adrian (Chair)

Agenda item 1. Approval minutes. The draft minutes from March 21, 2016 were approved unanimously.

Agenda item 2. Approval agenda. The agenda for the current meeting was approved unanimously – with one requested change of moving the Friends to the agenda before the Strategic Plan update.

Agenda item 3. Public Forum. No public forum was needed.

Agenda item 4. Packet review. No time was needed for packet review.

Agenda item 5. Director's Report. From her report, Director Simon highlighted the rebranding effort. A meeting with Solidarity of Unbridled Labour to discuss the potential of their services for the rebranding is scheduled for March 26. Ellen MacLellan shared that the Friends would be interested in rebranding at this time as well. Director Simon is happy to include this in discussions and plans for rebranding.

Agenda item 6. Update from recent PLA conference in Denver (Megan Butterfield). Rebecca Goldberg and Megan Butterfield travelled to Denver to attend the Public Library Association annual meeting, with the financial support of the Friends. Staff Commissioner Butterfield reported that this was an awesome experience that has helped both her and Rebecca think differently about aspects of their jobs – including early literacy programming, outreach to the community, and partnerships. Megan and Rebecca are happy to share their insights with Friends if that is convenient. Commissioner McRae commented how useful it would be to have short briefs from staff of take aways from professional development opportunities and have service area presentations at Board meetings – helpful to educate the Commission on what the library is doing in the community and how it is growing over time. Director Simon will again schedule service areas shares at Commission meetings. Commissioner Nordhaus shared that she recently heard Superintendent Obeng speaking about strengthening the school district partnership with FFL.

Agenda item 7. Friends of Fletcher Free Library update (Ellen MacLellan). The Friends report over \$14,000 in revenue for months of December, January, February and March. Total current balance \$84,626. The new Board was elected at the Annual Meeting March 8, 2016. The officers for 2016 are: President – Joan Conroy, Vice-President – Kirsten McNeill, Treasurer – Ann Warrington, Secretary – Robin Twery. Members at large are Amanda Hannaford, Ellen MacLellan, Anne Nixon, and Hillary Silver. Friends worked in 2015 with library development staff to develop and implement accounting and funding procedures. Reporting procedures and expectations were more clearly defined, the process for

resource allocation has also been more fully developed and implemented with library staff. Friends are working with library development staff to complete the annual report for 2015.

Agenda item 8. Current status of Strategic Plan. A working draft of the Strategic Plan will be completed toward the end of May. Currently developing the objectives and activities as well as the measures of success. A graphic representation of the strategic framework was presented to the Commission. See document attached. Commissioner McRae plans to reconstitute the strategic planning subcommittee and the steering committee to support the provide input to the draft of the strategic plan, provide support to the implementation of the strategic plan and help track community outcomes and impacts.

Agenda item 9. FY17 Budget Update. Director Simon has met various times with the City's Chief Accounting Officer regarding FY17 budget. The Library submitted budget requests to the City, which have been included in the Mayor's recommended budget and will be presented in the evening of April 25 to the Board of Finance. See the attached document summarizing the library's requests for FY17. Commissioner McRae suggested that in-kind contributions in goods and services through partnerships with community organizations be monetized by the library annually.

Agenda item 12. New Business. Commissioner McLachlan requested a status update on Teen Space. Director Simon reported that core and summer programming is being developed and scheduled for teens. Partnership conversations are underway with the Generator, 242 Main, as well as middle and high school staff.

Agenda item 15. Next meeting agenda items and date. May 16 at noon at the Library. An executive session will be needed for the Library Director evaluation.

Agenda item 12. Executive Session {as needed}. No executive session was needed.

Agenda item 13. Adjournment. The meeting adjourned at 1:04pm.