

## LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES – Special Meeting

Monday, March 19th at noon in the Pickering Room of the Library

**In attendance:** Ed Adrian, Patrick Halladay, Peter Ireland, Glenn McRae, Patrick Kinner, Jessica Nordhaus, Amy Mellencamp, Megan Butterfield, Ellen MacLellan, Mary Danko, Kath Laing (Clerk)

**Apologies:** Cate MacLachlan, Mary Ellen Manock

1. Minutes – unanimously approved.
2. Agenda – unanimously approved.
3. Public Forum – no need for public forum.
4. Director's Report – Director Danko reported on lessons from a recent Fundraising course. She believes the Library has been doing the right thing by building a foundation upon which to fundraise for a capital campaign. The work put into the rebranding and marketing, the new website, strengthening the Friends as the Library's 501c3 were necessary and crucial steps. The redrafted ordinance is with the City Attorney's Office, as is the Art Exhibit Policy. Director Danko will discuss the MoU with the Friends and the Strategic Plan with the Mayor in April. The website roll out has gone well and there will be a marketing push in April.
5. Jazz Brunch & future events of this kind – Director Danko reported on a successful first fundraising event at the Library. Staff and volunteers worked together to create a wonderful brunch experience. As with any firsts, this experience was a learning process. 52 people bought tickets. We discovered that the sound in the Main Reading Room is great!

### 8. Friends Report –

Ellen MacLellan reported revenue in January and February was \$ 6,482. The major Sources were Book Sales: \$1,000, Book Stall: \$1,500, Donations: \$3,550. Support to the Library in January and February was \$ 3,800. The major expenses were: IT resources \$1,119, programing \$1,420, Christine Graham consulting \$562, conference travel \$417, Facebook Ad campaign \$282.

Ellen MacLellan also reported that the MoU with the City was approved by the Friends Board and is awaiting city acceptance. Breakfast with city officials, co-sponsored with the library, was well attended. Membership meeting with Christine Graham to grow and strengthen participation in the Friends was postponed to 4/2/18. The Library presented a budget allocation request (7/1/18-6/39/19) in the amount of \$38,000 to the Friends Board on 2/12/18, was approved in full. This is a \$13,000 increase over last year's allocation.

Jazz Brunch with Jenni Johnson event at the library on 3/18/18 was sponsored by the Friends. Annual Meeting of the Friends is scheduled for March 27 at 5:00 p.m. at the library in the Administration Conference room.

9. New Business

- Commissioner Adrian thanked Kath Laing for her dedicated service to the Library and the Library Commission throughout the last four years. Kath Laing is moving on from the Library on April 2, 2018. Mary Danko confirmed that she is communication with HR to recruit for this position.
- Director Danko discussed the possibility of a trial day leaving the bathrooms unlocked. Staff have mentioned how time consuming the process of handing out the key and retaining id is. Commissioners were reluctant to reverse this policy at this stage. I was decided that the trial day would be scheduled as yet. The Restroom Policy would be placed on the next meeting's agenda.
- Chair Adrian mentioned that Patrick Halladay and Amy Mellencamp's positions were up for renewal this coming fiscal year. They both replaced Commissioners who had resigned mid-term.

10. Next meeting, agenda items and date – the next meeting will be May 21<sup>st</sup> at 4:45pm in the Pickering Room. The meeting is a trial run for a new meeting time of 4:45pm.

11. Adjournment – 1:05pm