

## West Grey Public Library Board

**Mission Statement: The West Grey Library offers resources and services inclusive for all.**

### Agenda

November 8, 2023, 6pm

1. Call to Order
2. Approval of the Agenda

Moved by      and seconded by      THAT the West Grey Library Board approves the agenda as presented.

3. Declarations of Interest
4. Board Training
  - 4.1. Cut to the Chase (in your binder)
5. Minutes of October 11, 2023

Moved by      and seconded by      THAT the West Grey Library Board minutes of October 11, 2023, be approved as presented.

6. Business arising from the minutes
7. Board information package: correspondence, treasurer's report, committee reports.

7.1. N/A

8. Chief Librarian's report

Moved by      and seconded by      THAT the West Grey Library Board approves the Chief Librarian's report as presented.

9. Policy review and updates
  - 9.1. GOV-02
  - 9.2. GOV-10

10. Report on Board members' advocacy activities
11. Other business

**West Grey Public Library Board**

**Mission Statement: The West Grey Library offers resources and services inclusive for all.**

12. Open Discussion

13. Next Meeting

Wednesday December 13, 2023, 6pm at the Durham Branch.

14. Adjournment

## West Grey Public Library Board Minutes

October 11, 2023  
West Grey Public Library – Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Geoffrey Shea, Stephen Townsend, Yvonne Pelletier, Samantha Mund

Absent:

### 1. Call to Order

The Chair called the meeting to order at 6:03 pm.

### 2. Agenda

Moved by Samantha Mund and seconded by Yvonne Pelletier  
THAT the West Grey Library Board approves the agenda as presented.

Carried.

### 3. Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

### 4. Board Training

#### 4.1. Robert's Rules

Reviewed

#### 4.2. Truth & Reconciliation training

CEO to re-send link from training organization.

#### 4.3 November training

Board to review roles.

### 5. Minutes of September 13, 2023

## West Grey Public Library Board Minutes

October 11, 2023  
West Grey Public Library – Durham Branch

Moved by Geoffrey Shea and seconded by Scott Foerster THAT the West Grey Library Board minutes of September 13, 2023, be approved as presented.

Carried.

### 6. Business arising from the minutes.

none

### 7. Board information:

7.1. Board presentation to Council update.

### 8. Chief Librarian's report

8.1 2024 Library Closures

8.2 2024 Library Board Meeting Schedule

January and February meetings will be held virtually.

Moved by Scott Foerster and seconded by Samantha Mund THAT the West Grey Library Board approves the Chief Librarian's report as presented.

Carried.

Moved by Stephen Townsend and seconded by Yvonne Pelletier THAT the West Grey Library Board Continues to recognize all staff service milestones in the third year of the Board's term of office.

Carried.

## **West Grey Public Library Board Minutes**

October 11, 2023  
West Grey Public Library – Durham Branch

### **9. Policy review and updates**

Set of policies coming in November.

### **10. Report on Board members' advocacy activities.**

### **11. Other Business.**

11.1 Discussion with landowner

11.2 Super Conference Bootcamp in January 2024

Please let Kim know if you are interested.

11.3 2024 Draft Budget

Moved by Stephen Townsend and seconded by  
Geoffrey Shea THAT the West Grey Library Board accept  
the 2024 Draft Budget as presented.

Carried.

11.4 2024 Capital Budget

Moved by Samantha Mund and seconded by Yvonne  
Pelletier THAT the West Grey Library Board accept the  
2024 Draft Budget as presented.

Carried.

### **12. Open Discussion**

Moved by Geoffrey Shea and seconded by Samantha Mund  
THAT West Grey Library Board asks the Municipality to try  
and recruit another Board member.

Carried.

## West Grey Public Library Board Minutes

October 11, 2023  
West Grey Public Library – Durham Branch

Bruce County Bookmobile is up and running and will begin in Elmwood this Friday, October 13 at the Elmwood Community Centre. West Grey residents can use this service.

**13. Next Meeting – November 8, 2023, 6pm start – Durham Branch**

**14. Adjournment**

**DRAFT**

---

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Librarian/CEO Report  
NOV 8, 2023

## ADMINISTRATION

**Typical Week Survey** – helps the library report on their public usage, the stats are collected for a week in November or December and reported on the Annual Survey of Public Libraries.

This year we will be collecting stats the week of November 21-25. The stats we collect include how many people in the building, how many calls, how many materials borrowed, how many materials touched etc.

## PROGRAMMING

Child & Youth – Kayla

We had a busy October, with a successful Costume Swap program, Bluey parties in all branches, a very exciting animal rescue-themed LEGO Club, and story times now in all branches! We gave candy and library info to 447 kids at the Halloween Party and had over 100 kids participated in our monthly scavenger hunt at all branches. We're looking forward to a cozy November with 'Read to a Dog', our expanding Homeschool Group, Holiday Crafternoon programs, and a Teen Christmas Gift Workshop.

Adult Programming – Kimm

32 programs, serving 115 participants.

In-residence program picking up steam, providing new contacts in new networks as well as more drop-ins.

Planning is underway for 2024, building on interest this year.

So, for example, foraging in spring led to summer sustainability series, which will lead to a spring sustainability fair/event that will include Tree Trust, Dark Master Gardener demos, seed library, Earth Works (Climate Action Plan), Sky, Saugeen

Chief Librarian/CEO Report  
NOV 8, 2023

Nature, recycling/upcycling and feature our environmentalist-in-residence.

## **BUILDINGS**

The windows for Ayton and Neustadt are delayed and they hope to have things done middle December.





**West Grey Public Library**  
**Policy Title: Board Training**  
**Policy Number: GOV-10**

In order to be effective, West Grey Public Library Board members must have sufficient knowledge of board governance and issues that are central to the role of the library in the community. Ongoing training ensures that West Grey Public Library Board members focus on good governance, strategic directions and policy implications rather than on operational details. This policy ensures that West Grey Public Library Board members have access to, and avail themselves of, training opportunities.

1. Board members are encouraged to participate in training opportunities that include, but are not limited to:
  - a) effective governance
  - b) planning
  - c) advocacy
  - d) funding development
  - e) decision making
2. To ensure ongoing education, the West Grey Public Library Board will:
  - a) schedule time for board training during and between meetings
  - b) maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association
  - c) assign a representative who will attend the regional Trustee Council meetings and report back to the West Grey Public Library Board
  - d) fund board members to attend a relevant conference annually, as budget allows
3. The Board will receive information from the Chief Executive Officer (CEO) about training and networking offered by various organizations in Ontario.
4. The cost of any training must be approved by the West Grey Public Library Board before it is undertaken (expectations set at a West Grey Public Library Board meeting)
5. Board members will report on their participation in training events.

**Related Documents:**

West Grey Public Library. **Gov 02 - Orientation**

Revised: July 14, 2019/Approved: November 8, 2023



**West Grey Public Library**  
**Policy Title: Board Orientation**  
**Policy Number: GOV-02**

The orientation of new members is necessary for there to be a common and shared understanding of the authority and role of the West Grey Public Library Board. This policy sets out the requirements for West Grey Public Library Board orientation.

1. Board members shall be given documentation within two months of their appointment to the West Grey Public Library Board.
2. Each West Grey Public Library Board member will receive:
  - a) the current **West Grey Public Library Policy** Manual
  - b) the West Grey Public Library's current strategic plan
  - c) a copy and overview of the annual work plan and current budget
  - d) a copy of **Cut to the Chase: Ontario Public Library Governance at a Glance**. (Ontario Library Board's Association)
  - e) a page of important links (LearnHQ, SOLS)
3. The Chief Executive Officer (CEO) and the West Grey Public Library Board Chair shall be responsible for developing schedule to provide orientation/training which shall include, but not be limited to:
  - a) information on the West Grey Public Library's vision, mission and values
  - b) an overview of the **Public Libraries Act**, R.S.O. 1990, c. pP44
  - c) an overview of the bylaws and governance policies of the West Grey Public Library Board
  - d) a discussion on the role, structure, code of conduct and function of the West Grey Public Library Board
  - e) an introduction to library services and an overview of West Grey Public Library branches and staff members
  - f) training each year based on OLS Governance Hub.

**Related Documents:**

West Grey Public Library. **Gov-10 – Board Training**

Revised: June 28, 2019/Approved: November 8, 2023