

**MINUTES OF THE TWENTY-SECOND MEETING OF THE
CITY OF GREATER SUDBURY PUBLIC LIBRARY BOARD**

May 25th, 2017
MacKenzie Branch

Commencement: 4:10 p.m.
Adjournment: 6:13 p.m.

PRESENT

M. Bellmore, S. Townend, C. Beaudry, C. Derrenbacker

REGRETS

Councillor Signoretti, Councillor Reynolds, C. Singbush

CITY STAFF

Brian Harding, Manager of Libraries and Heritage Resources; L. Valle, Director of Children & Citizen Services, R. Clouthier, Manager of Citizen Services, Kristen Bertrand, Local History Librarian, Sandra Cull, Administrative Assistant to Director of Children and Citizen Services

**DECLARATIONS OF
PECUNIARY INTEREST
AND GENERAL NATURE
THEREOF**

None declared.

MINUTES

The following motion was presented:

2017-56 S. C. Beaudry / C. Derrenbacker

THAT the minutes of the Twenty-First Meeting of the Greater Sudbury Public Library Board held on April 27, 2017 be adopted.

CARRIED

PRESENTATION

CPTED Assessment Review – Deferred to June Meeting

GSPS Presentation – June Meeting

A presentation has been requested by Greater Sudbury Police Service regarding illegal activity taking place at municipal libraries and concerns regarding library policies. Brian has asked the Board to familiarize themselves with the said policies for the upcoming meeting. A follow-up meeting with IT regarding public computers is quite possible.

Digital Asset Management System

Kristen Bertrand gave the group an overview of the historical database. She explained that in the past patrons would attend the library and have staff search for articles. These articles are now being digitized and searchable online. Some publications include the Voyageur, Northern Life, Vernon's Directory, Falcon and In Touch. There are other groups also interested in partnering. These publications are digitized from original copies or the best copy of the microfilm. There are unlimited search options removing capping barriers. This is a massive project which went live on April 12. The inventory for artifacts of museums will soon be available. There is the ability to upload video and museums can easily keep track of donors. Archives has its own digitized system and Michael has requested Shanna Fraser to attend a future meeting to give an overview of this system.

REPORTS

Procedure – Waiving Fines and Fees

A few months ago the Circulation Policy was passed. The policy is to go live on June 19th. There is informal internal process for waiving fines, but no formal procedure to do so. Brian discussed the importance of waiving fines in certain circumstances and different life situations which contribute to fines and fees being implemented. Brian briefly reviewed the procedure. He explained that it assists in avoiding inconsistencies across all branches. A discussion was had about procedures being disclosed and replacement fees within the Circulation Policy. It was noted that fines on lost materials are not waived. Brian reiterated the importance of staff being conscious of returning library materials and not accruing late fees. The group then discussed staff and board members' ability not to accrue fines. A lengthy discussion revolved around discipline for staff not following policies and taking advantage. It was agreed by the majority of Board members that fines should not be waived for the Library Board.

OTHER BUSINESS

C. Derrenbacker brought up the topic of staff morale which was mentioned in the January or February meeting. Brian advised that time was spend discussing this problem during the Library Task Force. It was agreed that patron behavior wears staff down. One key solution is peer support. A system is now in place projecting positivity amongst staff. Brian mentioned that he would like to increase the role of the Library Board in supporting staff engagement.

A report is being prepared by B. Harding and M. Armstrong for the Council meeting of June 28th. The group discussed the lack of communication between the City and the Board and had an extensive conversation regarding the new library and process. Brian will speak to the Joint Committee about having the Library Board attend the next meeting.

ADJOURNMENT

The following motion was presented:

2017-57 C. Beaudry / C. Derrenbacker

THAT this meeting does now adjourn. Time: 5:07 p.m.

CARRIED

Brian Harding, Secretary

Michael Bellmore, Chair