

1. Call to Order – Welcome, Introductions, 5:15 pm
 - a. Attended: Ellard Kanewischer (Board Chair), Lisa Crosby (Vice-Chair), Nigel Seymour (Treasurer, County Council Representative), Joshua Boardman (TAB Advisor), Amber Reid, Mohammed Idriss, Christine Dingwall, Sarah McCormack (Head Librarian)
 - b. Regrets: Beverley Signarowski, Jannet Bactol

2. Approval of the Agenda
 - a. Moved: Dan
 - b. Approved: Unanimous

3. Business arising from the October 2013 Board meeting minutes
 - a. December Income Statement
 - i. Actual year to date 2013 compared with budget report
 - ii. Accounts Payable listing for the month report
 - iii. 2012 and 2013 compared year to date report
 - b. HR & F
 - i. (Nigel emailed his report and I will attach to these minutes)
 - c. BD & P Report
 - i. November 21 – full day policy session
 - ii. Trustee Orientation Handbook
 - iii. Orientation responsibilities
 - iv. Recommendations for HR & F Policies
 - v. Past Member recognition
 - vi. Christmas Party
 - d. Head Librarian Report
 - i. Christmas Party in February
 - ii. Budget
 - iii. End of year
 - iv. Met with Corinne Oliver – Safe Communities – Grant writing
 - v. Presented to Celiac Group
 - e. Board Chair Report
 - i. Meet with Corinne Oliver – Safe Communities Coordinator
 - ii. Submitted Letter to City re: lighting
 1. Dan – there is a bit of confusion re: lighting in terms of what actually has been done by the Safe Communities Committee
 2. There is different interpretations about what lighting is required – main entrance, garden space or parking lot



- 3. Facilities can increase candlepower of light bulbs near the building which could address the issue
- f. TAB Report
 - i. We had a mini-golf program – 9 participants, 5 new! Lot of fun
 - ii. Next TAB organized night is Anti-Valentine's Night
 - iii. TAB Monthly Meeting January 22nd
- g. Health and Safety
 - i. First aid training for full-time staff
 - ii. Will send one person per-month
 - iii. Look into an AED (Dan)
- 4. New Business
 - a. Policies
 - i. G.5. Fiscal Management Policy
 - 1. Motion: Lisa
 - 2. Approved: Unanimous
 - ii. G.7 Staff Orientation and Education
 - 1. Motion (as amended): Amber
 - 2. Approved: Unanimous
 - iii. C.2 Gifts and Donations
 - 1. Motion: Christine
 - 2. Approval: Unanimous
 - iv. C.3 Accessibility Service
 - 1. Motion: Amber
 - 2. Approval: Unanimous
 - v. G.1 Board Trustee Recruitment and Membership
 - 1. Motion (as amended): Dan
 - 2. Approval: Unanimous
 - vi. C.1 Resources Management Policy
 - 1. Motion (as amended): Amber
 - 2. Approval: Unanimous
 - vii. G.2 Trustee Orientation and Education
 - 1. Motion (as amended): Nigel
 - 2. Approval: Unanimous
 - viii. S.1 Confidentiality of User Records
 - 1. Motion: Lisa
 - 2. Approval: Unanimous



- ix. HR.9 Code of Conduct
 - 1. Motion: Nigel
 - 2. Approval: Unanimous
 - x. S.2 Hours of Operation
 - 1. Motion: Christine
 - 2. Approval: Unanimous
 - xi. HR.8 Violence and Harassment
 - 1. Next meeting
 - b. Budget and Proposed Payroll
 - i. Will go forward with current budget and will hear more after City Council's mid-February budget meeting
 - c. Canadiana
 - i. Sarah is meeting with Anton tomorrow – we are not happy with the product
 - ii. We still owe \$6101, have sent \$7500 to date
 - d. Board Basics Workshop
 - i. Dan would like to attend
 - ii. Informal Council Report perhaps
5. According to the Library Act, a Board Member who fails to attend 3 consecutive Board Meetings without excuse is no longer a Library Board Member. Dawn-Marie Fleming is therefore no longer a Brooks Library Board Member.
6. Adjournment : 6:50 pm
7. Next Board Meeting: February 10, 2014, 5pm

