



Clearview Public Library Board Meeting

MINUTES

A MEETING OF THE CLEARVIEW PUBLIC LIBRARY BOARD WAS HELD TUESDAY, DECEMBER 19, 2023 AT 4PM IN THE STAYNER BRANCH.

Members Present: B. Broderick, J. Broderick, L. LaFleshe, D. Measures, J. Ross, R. Walker

Staff Present: J. La Chapelle, CEO

1. Land Acknowledgement

The Chair read the Land Acknowledgement.

2. Approval of Agenda

Resolution:

Moved by L. LaFleshe

Seconded by J. Broderick

THAT THE Clearview Public Library Board approve the agenda dated December 19, 2023 as circulated.

Carried.

3. Deputations and Presentations

None.

4. Approval of Minutes of the Previous Meeting

Resolution:

Moved by D. Measures

Seconded by J. Ross

THAT THE Minutes of the Clearview Public Library Board held on Tuesday, November 21, 2023 be approved as circulated.

Carried.

5. Clearview Public Library Reports

5.1 Business Arising Report, Tuesday, December 19, 2023

The Business Arising Report dated Tuesday, December 19, 2023 was received for information.

5.2 CEO's Report, Tuesday, December 19, 2023

The CEO's Report dated Tuesday, December 19, 2023 was received for information.

5.3 Statistical Report – November 2023

The Statistical Report for November 2023 was received for information.

6. Correspondence

6.1 A thank you card from M. McKenzie, for the Board's donation to the Collingwood General & Marine Hospital's MRI Fund in memory of her husband, was received for information.

7. Financial Reports

7.1 Clearview Public Library Bank Account Report – November 2023

The Clearview Public Library Bank Account Report for November 2023 was received for information.

8. New Business

M. Boyd's Policy Review Report has been deferred to the February 20, 2024 Clearview Public Library Board meeting.

The CEO advised that the latest communication from the Ministry of Tourism, Culture and Sport notes that the Board's Provincial Library Operating Grant and Pay Equity Grant will not be transferred to the Board until the Ministry receives the audited financial statement for 2022. The CEO advised that this document has not been received by the municipality to date, and she is therefore unable to provide it at this time. The CEO also requested that exceptions be made for the Ontario public libraries that are currently awaiting receipt of their audits.

L. LaFleshe noted that cyber security has become an important issue for public libraries. Toronto Public Library and London Public Library are two Ontario systems that have had cyber attacks recently. She inquired what steps Clearview Public Library has taken to reduce the likelihood of this occurring. The CEO responded that staff have to use two step authentication both to log into their staff email accounts, and to log into a staff computer. Regular cyber security training is provided by the Township of Clearview IT Coordinator to all Township staff, including Library staff. It is mandatory.

L. LaFleshe inquired whether Clearview Public Library can ensure that public access computers delete all data collected after each session. The CEO will contact the Simcoe County IT Department to ascertain how this can best be achieved.

D. Measures noted that it would be advisable to have an external audit of the Library's cyber security. The CEO advised that she will contact both the Township IT Coordinator and the Simcoe County IT Department in this regard.

L. LaFleshe noted that she has heard from a number of people who find the online registration for programs difficult to use. J. Ross concurred. The CEO will look into this situation.

D. Measures noted that the 95.1 Peak FM radio station interviewed the CEO of the Collingwood Public Library about their new website. He noted that Clearview Public Library's website appears dated in comparison. The CEO advised that the Library's website was redesigned as a group project with 10 other public libraries. If another redesign is to take place all 10 would have to agree, or Clearview Public Library would have to have a brand new website designed specifically for it. The CEO will ask the Chair of the County CEOs' Committee to add website redesign to the next meeting agenda.

9. Next Meeting – Tuesday, December 19, 2023 at 4:00pm (Group Study Room – Stayner Branch)

10. Adjournment

Resolution:

Moved by J. Ross

Seconded by R. Walker

THAT THE Meeting be adjourned.

Carried.