

**Joint Library Board/ City Committee
Meeting, June 22, 2016
Draft Minutes**

Present: Eric Prevost, Leslie Woolcott, Teresa Kerr, Jennifer Jones, Patricia Lester, Sandra Clancy, Ken Doherty

The meeting commenced at 5:05 p.m.

1. Selection of Chair

Teresa Kerr volunteered to Chair the committee.

2. Appointment of Board Treasurer

There was general discussion about options. The Board could appoint the Library Manager/ CAO as specifically identified in the Act. It could appoint one of its members; or it could recognize a City staff person with the authority to disburse funds as the board directs. Since Sandra Clancy is the City's appointed Treasurer and has been previously appointed by the Board; and since this and other matters will be addressed in the contemplated Memorandum of Understanding, it was generally agreed that she remain as Interim Treasurer.

Motion: Moved by Eric Prevost, seconded by Patricia Lester: that the Committee recommends that Sandra Clancy be appointed as Interim Treasurer until the Memorandum of Understanding is approved and signed. **Carried.**

3. Letter of Intent regarding Library Board/ City Relationship

Leslie Woolcott circulated a draft document that she and Eric had prepared. During discussion, the following additions were proposed:

- at the end of paragraph 5: The Board and the City agree... include, ADD "but are not limited to";
- Section C Assets and Facilities, ADD iv Collection;
- Section G Administrative Services and Support, ADD iii Board Secretary;
- Signatories: Library Board Chair Paul Stern, and Ken Doherty, Director of Community Services

Action Required: Eric will provide Patricia with an electronic copy of the draft. Patricia will format the content to reflect a formal Letter of Intent so that it can be considered by the Board at its meeting on June 28th, 2016.

Discussion followed regarding examples of relationships, employment practices, and policy development responsibility that need clarification and codification.

4. Meeting Frequency/ Next Meeting

It was generally agreed that the Committee would meet again on July 26th at 5:00 p.m. and begin more regular meetings in September with the intent of having an approved and signed Memorandum of Understanding by December 31st, 2016. Teresa Kerr, Ken Doherty and Jennifer Jones will meet in advance of the meeting to develop agenda.

5. Adjournment

The meeting adjourned at 5:55 p.m.