



## TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

C/O Box 220, Honey Harbour, ON P0E 1E0

### Minutes

For the regular meeting on Monday, March 19<sup>th</sup>, 2018 at the MacTier Public Library at 4:00 pm

Present: Tracey Fitchett  
Kathy Kay (By Phone)  
Judy Leadbetter  
Theresa Restemayer  
Linda Shannon  
Linda Sladek  
Susan Stokes  
Sandi Sweeney  
Trish Thornton  
Diane Waters  
Matthew Rankin - (CEO)

Regrets: None.

#### MEETING:

1. **The Chairperson called the meeting to order at 4:08pm**
  2. **Conflict of Interest Disclosure: None**
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3. **Approve agenda**

#### **Motion 18:25**

Approve Agenda for March 19<sup>th</sup> Board Meeting – As Amended with Closed Session.

**Moved by: Trish Thornton**  
**Seconded by: Linda Sladek**  
**Result: CARRIED**

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4. **Approve Minutes from the regular meeting on Monday, February 26<sup>th</sup>, 2018.**

#### **Motion 18:26**

**Moved by: Judy Leadbetter**  
**Seconded by: Theresa Restemayer**  
**Result: CARRIED**

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5. Delegations: **None.**

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**Board By-Laws Review:**

**Note:** The vote on remaining Board By-laws was pushed forward in meeting order to facilitate greater discussion of Bressette House/Port Severn Move Developments, and Hours change. Due to unforeseen circumstances, some Board Members were unable to arrive for meeting start, and they should not have been excluded from the discussion. The Motion Numbers remain the same, so they are slightly out of order.

The following By-Laws were reviewed:

**By-Law #10: Conduct of Proceedings\***

- This By-Law was held over from the previous February Meeting, based on concerns that Council Representative Kathy Kay had about the role of the Council Rep, and council regarding disagreements with Board Decisions.
- As requested by the Board, I contacted Peggy Malcolm from SOLS, and she passed me along to her colleague Alexandra Taylor, and this was her response:
  - *“There appear to be two issues at play here:*
    - *1) Legally, a library board member must act and vote in the best interests of the library board, regardless of how they were appointed and regardless of the effect the vote may have on the appointing body. At a library board meeting, a municipal councillor is obligated to vote as a member of the library board, not as a member of municipal council.*
    - *2) You mentioned in your email that there is a disagreement between the board member in question and the "majority board opinion". If a conclusion is supported by the majority, or if the majority of the board has voted in favour of a particular outcome, then this decides how the board will move forward on that particular issue, regardless of opposing votes. The council representative should then be reporting on the decision of the board at the next council meeting. While the council representative may have concerns about the decision that was made, a majority decision is the board's final decision on a matter.”*
    - *“I have compiled a few resources that outline the municipal councillor's role and duties as a member of the library board.”*
      - Cut to the Chase: Ontario public library governance at-a-glance
- Kathy Kay was also able to get a legal opinion from the Township Legal Representative:
  - *“More specifically, you have asked whether a councillor who disagrees with the decision of the library board is precluded from criticising it, or from representing her electorate by reason of paragraph 3(d) of the code of conduct, which provides: “No member shall.....criticize any decision of the Board”.*
  - *“The short answer is “no”. While the code of conduct may preclude “criticisms” of the decision of the library board (perhaps in the context of its meetings only), I do not believe that this provision can limit a councillor from carrying out her duties to “represent the public”. This principal duty is set out in section 224(a) of the Municipal Act; in my opinion, that duty cannot be “trumped” by a code of conduct.*
  - *“I also believe that such a suggestion would offend the core principles of our democratic process. In Cadillac Development Corp. v. Toronto (City) it was held that elected*

*representatives are expected to form and give effect to public views. That is surely the cornerstone of any democracy."*

- Based on this conversation, my recommendation is that the Board either clarifies the language of section (c) (section (d) in the original version), or removes it.

**By-Law #19 – To Regulate the Order of Business**

**By-Law #20 – To Regulate the Proceedings of Closed Sessions**

**By-Law #21 – To Waive Rules of Procedure**

**By-Law #22 – To Govern Board Correspondence and Advertising**

**By-Law #23 – Procurement Policies and Procedures**

**By-Law #24 – Responsibility and Purpose of the Board**

**By-Law #25 – Recruitment of Board Members**

○ **Attachments:**

- #1 - Duties and Responsibilities of Board Members
- #2 - Succession Planning
- #3 - Sample Advertisement for Library Board Member

**By-Law #26 – Orientation of New Board Members**

**By-Law #27 – Amendments of By-Laws**

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**Motion 18:29**

**Approve Changes to Board By-Law #10 – Conduct of Proceedings**

**Discussion:**

- Council Rep Kathy Kay mentioned concerns based on the previous discussion highlighted above regarding the impact, and viability of this By-Law (specifically section C) in controlling public speech.
- Board Chair Diane Waters mentioned that despite the concerns the By-Law only pertains to the Board Meetings themselves, and deals with respect to Board Decisions.

**Moved by: Judy Leadbetter**

**Seconded by: Linda Sladek**

**Result: CARRIED**

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**Motion 18:30**

**Approve Changes to Board By-Law #19 – Order of Business**

**Moved by: Judy Leadbetter**

**Seconded by: Linda Sladek**

**Result: CARRIED**

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**Motion 18:31**

**Approve Changes to Board By-Law #20 – Proceedings of Closed Session**

**Moved by: Judy Leadbetter**

**Seconded by: Sandi Sweeney**

**Result: CARRIED**

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**Motion 18:32**

**Approve Changes to Board By-Law #21 – Waiving Rules of Procedure**

**Discussion:**

- Council Representative Kathy Kay referenced that this By-Law also pertains to the discussion surrounding By-Law #10. Specifically, that section 2, to paraphrase “*Whereas if any of the Board By-Laws conflict with established legislation, such as the Library Act or Municipal Act, the act will take precedence.*”

**Moved by: Judy Leadbetter**

**Seconded by: Theresa Restemayer**

**Result: CARRIED**

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**Motion 18:33**

**Approve Changes to Board By-Law #22 - Board Correspondence & Advertising**

**Moved by: Judy Leadbetter**

**Seconded by: Theresa Restemayer**

**Result: CARRIED**

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**Motion 18:34**

**Approve Changes to Board By-Law #23 – Procurement Policies and Procedures**

**Moved by: Judy Leadbetter**

**Seconded by: Theresa Restemayer**

**Result: CARRIED**

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**Motion 18:35**

**Approve of Changes to Board By-Law #24: Responsibility and Purpose of the Board**

**Note:** During Meeting discussion there was some confusion about the order of By-Laws, due to an error made by the CEO. By-Law #24 was accidentally excluded, and By-Law #25 was given it's name.

**Moved by: Trish Thornton**

**Seconded by: Sandi Sweeney**

**Result: CARRIED**

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**Motion 18:36**

**Approve Changes to Board By-Law #25: Recruitment of Board Members**

**Attachment 1 – Duties and Responsibilities of Board Members**

**Attachment 2 – Succession Planning**

**Attachment 3 – Sample Advertisement for Library Board Member**

**Discussion:**

- Board Member Teri Restemayer raised concerns about pre-existing language in the By-Law under section 1: “*A person is qualified to be appointed as a member of a board who is a member of the appointing Council or, (b) is a resident of the municipality for which the Board is established.*” She felt that this language was too limiting in scope, and focussed too much on full-time residents, rather than seasonal members.
- The Board Chair, and Vice Chair both mentioned that the language needs to be broad, and should be interpreted to include all residents, in line with the understanding used for patron registration in the library itself. This seemed to be the overall Board interpretation as well. Teri seemed satisfied with this explanation.

**Moved by: Sandi Sweeney**

**Seconded by: Trish Thornton**

**Result: CARRIED**

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**Motion 18:37**

**Approve Changes to Board By-Law #26 – Orientation of New Trustees**

**Moved by: Trish Thornton**

**Seconded by: Sandi Sweeney**

**Result: CARRIED**

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**Motion 18:38**

**Approve Changes to Board By-Law #27 – Amendment of By-Laws**

**Moved by: Linda Sladek**

**Seconded by: Trish Thornton**

**Result: CARRIED**

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## Finance, Administration & Legal

### Library Branch Statistics

#### **Honey Harbour:**

- ↓ The February 2018 circulation was **373** items.

#### **MacTier:**

- ↓ The February 2018 circulation was **595** items.

#### **Port Severn:**

- ↓ The February 2018 circulation was **87** items.

#### **Electronic Collection Stats:**

- **Overdrive:**  
February 2018 downloads **421** items, with **64** users.
- **RBDigital (Zinio):**  
February 2018 downloads was **22** items with **1** New User.

### Budget Update

- Cheque registers from March were handed out to the Board.
- Budget Update was handed out to the Board for discussion.
  - The Board Chair mentioned preferring a Budget To Date report rather than Trial Balance report, since the later only provides the amount of money spent without reference to the budgeted amount allowed. In other words, it provides no context for the numbers spent.
  - CEO agreed to investigate this type of report further.

### Committees

- Public Relations: **Nothing to report.**
- Friends of MacTier Library: **Nothing to report.**
- Senior Management Team: **Nothing to report.**

### Strategic Plan 2017-2021:

7. **Nothing to report.**

### Council Rep Report:

- **Sent to board prior to meeting.**

### Programming:

#### **The Need for Paid Programming in the Library**

Since planning for Spring and Summer Programming, it has become clear that a lot of third-party Organizations are now requiring minimum donations for programs. For example the *Georgian Bay Biosphere Reserve* did not previously charge for programming. This year they require a minimum of **\$100.00** as a requested donation for most programs. My contact at the GBBR, Delaina Arnold, outlined this in an email: "Typically for one 1-hour public program[s] we simply suggest a donation of \$100. For a series of programs

we would look at a fee structure. (To supplement travel/HR, three weekday programs in Port Severn would cost out to \$400).”

We are planning on having two *Wildlife Murder Mystery Events* (one at HH, one at MT), and an *Adult Gardening Program* in September. Since the Library does not have any specific money allocated for Programming, one suggestion I would make (once the budget process starts) is to focus on creating a separate Program account line. Presently, this lack of funds limits the amount of outside programming that we can bring into the library. There are also no funds available to staff for our in-house programs, in terms of buying snacks, toys, or other items, outside of the supplies account.

Costs can be temporarily covered by existing local grants, and donations from organizations from SEGBAY, or individual patrons, but this type of funding is not always guaranteed. For Example, SEGBAY now requires that all applications for grants need to be for new projects, and cannot be used for previously funded projects.

### **Discussion:**

- Board Chair Diane Waters mentioned that one alternative (or complimentary option) is to ask for donations during program events to cover costs.
- CEO responded that while a good idea, the Programming Account still needs to exist to provide a minimum amount of funds to allow staff to plan for at least some 3<sup>rd</sup>-Party Programming through the year.

### **Health & Safety Program:**

#### **MacTier Ceiling Repair**

- **As mentioned by Tom Young in Email:**
  - “... the ceiling has had issues from the time the building was built. Some of the taped seams keep coming undone and falling. It’s been repaired twice already and continues to keep doing it. I have the contractor coming in to cover the areas with wood molding and they will be painted the same color as the rest of that walls. This should only take about 4 days....”
- Work commenced on Friday, March 16<sup>th</sup> 2018.
  - As noted during the meeting however, work had not seemingly started. CEO will contact Tom Young at the township for confirmation.

#### **Honey Harbour**

- Water System Issue has been completely resolved.
- Ceiling Issue is still on-going, I am contacting Larry Fallon, and Tom Young about progress on repairs.

### **Legislative Update:**

- No Major Legislative Updates for February 2018.

### **Training, and Professional Development:**

- Nothing new to report.

### **Port Severn Branch Committee:**

March 9<sup>th</sup> COW Meeting Update – Motion regarding Port Severn Branch move to Bressette House.

In keeping with the motion we passed last month regarding our interest in Bressette House, the CAO of the Township produced a report indicating that the Library be moved from the CSB (Community Services Building) to the House following a lease termination date of September 30<sup>th</sup> (although it may vary depending on the state of renovations). This gives us an extremely tight time-frame to work with.

Decisions have to start being made about how the existing space is going to be allocated, since it isn't clear where some of the existing furniture and storage is going to go.

**My (The CEOs) recommendations are:**

- **The Board needs to develop a clear outline of what is going to be moved, and how.**
  - I will be speaking with Laurie Kennard, Barbara Swyers (based on her direct experience and decisions in setting up the pilot project), and Brad Sokach, in determining how services were organized when Port Severn Branch was established.
- **The Board also needs to confirm how services are going to be impacted.**
  - The Township currently provides wireless internet service.
    - If we need new to establish a new service this will have to be accounted for, or is this relationship going to continue.
  - The Photocopier service, I have to confirm with Barbara about the nature of the contract between the Township and the Library. Having this is important to patrons, as it is a convenience service we provide.
    - After speaking with Barbara however, I was able to confirm that the photocopier is the sole property of the Township.
  - Computer and electronic systems transfer.
    - Where are our computers going?
- **Logistics**
  - Possibly hiring a temporary staff member to help process and move the collection, once we get near the date we are required to move on.
    - The distance itself is short between the two locations, but we need to determine if it is library staff alone that is moving our belongings, or will it be Township staff, or a combination of both.
    - Providing more Hours to existing staff to complete the work.
  - We need to coordinate looking at Grants for additional construction.
    - Although given the timeframe, this will likely happen next year. I contacted Rod Sawyer at the Ministry, regarding our options and when it comes to possible Grants. Particularly with construction, the Trillium Foundation is our best bet. I have contacted them, and I am still waiting to hear back.

On March 9<sup>th</sup>, after the meeting CAO Laurie Kennard sent me this message regarding how this process is going to proceed.

*“As you are aware from your attendance at Committee of the Whole (COW) today, COW voted to terminate the library’s lease at the Community Services Building effective September 30, 2018. This has to be ratified by Council in April before we give formal notice, but I do have every expectation that Council will ratify this resolution. The Township is pleased to offer the Bressette House as an alternative location for the Port Severn Library, once we have renovated it. We will require a response from the Library Board by April 30th if you would like to occupy the Bressette House.*

*“In the meantime, we will be shortly issuing tenders for the necessary repairs to the Bressette House to bring it up to building code for public use. As you heard, COW is committed to renovating to a public use standard whether it is used for a Library or a different use. You are welcome to be involved in the process, keeping in mind that we have budget to make it safe and up to building code only. This includes new decks, installing accessible washrooms and appropriate fire separation. I understand the Library Board may have*



*larger long term plans, but you could look to this as an interim solution until your plans crystalize and find funding. We will also be working with the Historical Society as we proceed to try and maintain some of the heritage features and character of the building.”*

*“Should the Library Board choose to accept the Bressette House as an alternative location and the renovations are not completed by September 30th we would not expect the Library to vacate the CSB until the Bressette House is ready. Those details can be worked out once we know what the Library Board wishes to do, and have a better idea of when the renovations can be completed.”*

In keeping with these requirements, I have created a motion for the Board to indicate the interest to council. We will need to discuss the exact language however.

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### **Motion 18:27**

*“The Township of Georgian Bay Public Library Board accepts the Bressette House as an alternative location to the existing Community Services Building for the Port Severn Library Branch. This acceptance is acknowledged with the understanding that the Township will properly renovate the House to meet the standards of the Ontario Building Code, with input from the Board, and Library CEO.”*

- Amendment(Addition) made during Meeting:
  - *“Additionally, this acceptance is based on the understanding that the long range plan of the Library Board is to develop the P.S. Satellite Branch as a Full Branch with construction of additional space attached to, or adjacent to the Bressette House.”*

### **Discussion:**

- After the motion had been read out, Board member Susan Stokes mentioned that while the language was clear, the Board needed to make an amendment to the motion which stated the Board’s intention that the Bressette House was a short term location for the Branch, and that long-term plans include possible construction, or additions to the Bressette House to serve Library needs.
  - Board Chair Diane Waters requested in-put on developing the language of the change, and re-read the new motion to the Board.
- Council Representative Kathy Kay raised the concern that the language of the additional language could be interpreted to require the Township to allow construction of a new Library Building or Addition onto Bressette House on the land it is presently located on.
- Diane mentioned that this could be a condition of the motion being presented to council, and that based on communications with the Township, any additional funding for such a project would have to come from fundraising efforts by the Board (with Community Partners, such as the Georgian Bay Historical Society).
- Vice-chair Tracey Fitchett mentioned that the Board should consider starting a separate account for Port Severn Related Projects.

**Moved by: Judy Leadbetter**

**Seconded by: Linda Sladek**

**Result: CARRIED**

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### **Branch Hours Change Proposal:**

As proposed, and discussed at the previous board meeting in February, I was tasked with coming up with modifications to the Summer Hours that incorporates Evening Hours (until 7pm) to all three branches, and provides an extra day of operation to Port Severn Branch (Thursdays). In total this provides an additional 14 hours per week of operations during the Summer. However with the developments surrounding Port Severn will

likely require additional staff hours for some members to help coordinate the move, and reduce the collection. Originally, I had the evening hours set for the Tuesday-Wednesday timeframe, but after discussion with some staff, the Wednesday-Thursday timeframe seems to make more sense (Catches people coming in early for the weekend). After some consideration, the following model is proposed:

**Honey Harbour (HH)**

DAY	HOURS
Sunday	11am-2pm
Monday	CLOSED
Tuesday	10am-4pm
Wednesday	10am-7pm (+3 Hours)
Thursday	10am-7pm (+3 Hours)
Friday	10am-4pm
Saturday	10am-3pm
<b>TOTAL:</b>	<b>38 Hours (+6 Hours)</b>

**MacTier (MT)**

DAY	HOURS
Sunday	CLOSED
Monday	CLOSED
Tuesday	11am-4pm
Wednesday	11am-7pm +1 Hour
Thursday	11am-7pm +3 Hours
Friday	11am-4pm
Saturday	10am-3pm
<b>TOTAL:</b>	<b>31 Hours (+4 Total from 27 Hours)</b>

**Port Severn (PS)**

DAY	HOURS
Sunday	CLOSED
Monday	CLOSED
Tuesday	CLOSED
Wednesday	10am- 3pm
Thursday	3 - 7pm (+4 Hour)
Friday	3 - 7pm
Saturday	10am - 3pm
<b>TOTAL:</b>	<b>18 Hours (+4 Hours)</b>

Normally, the summer includes 73 Total Hours per week for the entire system, what I am proposing will bring this total up to 87 Hours (14 Hour difference).

This new schedule meets the changes requested by the Board to our existing schedule to help reach out to a user-base we normally can't service. The total budget impact is difficult to determine, because the schedules have not been finalized yet. The difference I will provide on the night of the Board Meeting is just an approximation. A motion has been created for this Hours Change.

### **Discussion:**

- I presented the hours, and provided an explanation of why these specific times were selected. After this, I also presented the potential budget impact of these changes, and explained the process used to arrive at the additional amount of approximately \$4,446.00.
    - **Process:** I calculated the amount of hours worked per week for each employee, and total these amounts on a 4 week period (the cycle for schedules based on staff rotations at Honey Harbour, and Port Severn Branches). These total hours were then multiplied by the Hourly Rate of each employee, and then multiplied again by 4 (Approximately 8 Pay-Periods during the summer (2 week intervals) –  $8 / 2 = 4$ ). The total for each was added together for the Grand total.
    - I then calculated the difference, by determining the staffing costs based on a 4 week schedule where Hours stayed the same during the summer.
  - Board Chair Diane Waters, asked about the specific opening times, and why Honey Harbour (and by-extension Port Severn on Wednesdays) was still opening at 10am, while MacTier was opening at 11am. I explained that based on staff needs regarding programming, and jobs during the Summer, such as ILLO processing, and emptying the drop box. Basically staff would need to be there regardless.
  - Board Member Teri Restemayer mentioned concerns about where the money for these additional costs would come from. Diane mentioned possible options such as reserve, surplus, or other saved funds. CEO will investigate further.
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### **Motion 18:28**

#### **Approval of changes to Summer 2018 Operational Hours – Starting May 29<sup>th</sup> 2018**

**Moved by: Judy Leadbetter**

**Seconded by: Linda Sladek**

**Result: CARRIED**

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### **Website Update**

Chris Gough contacted me on Friday, March 2<sup>nd</sup> regarding changes to the existing website. He wants to make it “responsive”, compared to the current system, where Deb, and staff members need to create separate content for the App-side vs. the full website. He is aiming to have a template available within the next couple of weeks.

#### **Discussion:**

- Board member Trish Thornton mentioned her extensive experience in Web Development and Design, and can hopefully assist with any changes, or decisions made with regards to updating the Library Website going forward.

### **Other Operational Developments and Major Purchases in March**

1. **Renewal of Envisionware Service – March 7<sup>th</sup> 2018**
2. **Renewal of Envisionware Mobile Print Subscription – March 7<sup>th</sup> 2018 (May 2018 to April 2020).**
  - a. **Money was used from the 2017 ILDS grant.**
3. **Purchase of Projection Screen – March 13<sup>th</sup> 2018**

a. Money was used from the remainder of 2017 ILDS

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**Motion 18:39**

To move meeting into closed session without a report at 5:00pm

Moved by: Trish Thornton  
Seconded by: Sandy Sweeney  
Result: CARRIED

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**Motion 18:40**

To move out of closed session without a report at 5:12pm

Moved by: Trish Thornton  
Seconded by: Linda Shannon  
Result: CARRIED

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**Motion 18:41**

Adjournment Motion for March 19<sup>th</sup> 2018 Board Meeting at 5:15pm

Note: The Next board meeting is on Thursday, April 19<sup>th</sup> 2018 at Honey Harbour Branch at 7:00pm.

Moved by: Sandi Sweeney  
Seconded by: Trish Thornton  
Result: CARRIED

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Chair



Vice-Chair

April 19<sup>th</sup> 2018  
Date

As Approved: \_\_\_\_\_

As Amended: \_\_\_\_\_

Motion # 18: 43