



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## Minutes

For the regular meeting on Thursday, April 17, 2014 at the MacTier Public Library at 7:00 p.m.

Present: Francine Albrough  
Larry Braid  
Tracey Fitchett  
George Jones  
Teri Restemayer  
Linda Shannon  
Susan Stokes  
Barbara Swyers (CEO)

Absent: Ann Woods

1. Board Chair called the meeting to order at 7:07 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 14:21

To approve the agenda for the regular Library Board Meeting of April 17, 2014.

Moved by Francine Albrough                      Seconded by George Jones                      Carried

4. Approve the minutes from the regular meeting on Thursday, March 20, 2014.

Motion 14:22

To accept the minutes of the Library Board meeting of March 20, 2014.

Moved by Larry Braid                      Seconded by Francine Albrough                      Carried

5. Delegations: None
6. Finance, Administration & Legal
  - a)CEO Report:  
Honey Harbour-The circulation for March was 582. There were 3 class visits with 32 children.  
MacTier- The March circulation was 584. Thirteen classes with 261 students visited the library.  
Port Severn- March circulation was 194 with 50 people visiting the library.

Overview- Barbara attended the staff meeting on April 10<sup>th</sup> and the Port Severn Committee meeting on April 11<sup>th</sup>. A staff meeting was held in the MacTier Public Library on Thursday, April 10<sup>th</sup> from 9:30 a.m. to 3 p.m. Agenda items included: 2014 budget, library hours, summer reading club, Symphony work flows, library aware, circulation statistics, Canada Post Foundation children's grant and new business.

Barbara received an email back from Parks and Recreation staff confirming that the contact information for all three libraries would be noted on the Community Contacts page in the fall brochure.

The staff contracts for Linda Williams, casual worker and Carol McCron, courier are being renewed for a one year term this month.

The Overdrive downloads totalled 269 for March.

b) Monthly Budget Expenses- The Board perused the cheque register. The increased costs for propane for the MacTier library were discussed.

c) Committee Reports

i.) Public Relations Committee-work is ongoing.

ii) Friends of MacTier Library-nothing to report

d) Strategic Plan 2013-2016-

i) Accessible Library Services Committee- The committee reviewed the summer and winter hours for Honey Harbour and MacTier when they met on March 14. The committee made some changes in the hours based on the statistic counts done by staff over a one year period. These recommendations were reviewed at the staff meeting on April 11<sup>th</sup> and staff did suggest some additional changes. The final recommendation for summer and winter hours was emailed to the Board for review. The Board discussed the hours and the summer time period.

Motion 14:23

To accept the dates for the summer hours to be from Tuesday, June 3<sup>rd</sup> to Sunday, September 14<sup>th</sup>, 2014, a total of 15 weeks, for all three locations.

Moved by Francine Albrough

Seconded by Larry Braid

Carried

Motion 14:24

To approve the changes in the summer and winter hours as presented for the Honey Harbour and MacTier Public Libraries commencing June 3, 2014.

Moved by George Jones

Seconded by Francine Albrough

Carried

ii) Port Severn Committee- The committee met on April 11, at 2:15 in the Community Services Building in Port Severn.

The meeting was attended by Barb Swyers, Teri Restemayer, Francine Albrough, Susan Stokes, and Jennifer Schnier of the Township of Georgian Bay.

Larry Braid had raised the question of the new Library partnering with the Nurse Practitioner that Port Severn is acquiring.

We discussed the pros and cons of doing this and decided that there would be a privacy issue on the part of the nurse practitioner.

Jennifer then suggested that we might want to look at part or all of the Baxter/Ward Community Centre.

It was discussed that the actual building would not be suitable. However, an area on that property may be desirable.

Several grant ideas were discussed; The New Canada Build grant, the Gas Tax grant, and the Ontario rural infrastructure grant. All have to be used within a year of acquiring them. We are not ready to apply for them at this stage.

Barb advised us that the Board could apply to the Trillium Grant for furnishings for the new Library.

The Muskoka Futures grant which could possibly, be around \$5000 would help us to get an architect to render an outside view of the building we are envisioning.

The Committee appreciated Jennifer Schnier's input and she was thanked by all.

We all agreed that the new Port Severn Library is still 10 to 20 years out. We were advised that when we are ready to start fund raising the committee should go to Council for their agreement and ideas. The Planning Committee will discuss scheduling a further meeting in September.

iii)Sustainability/Funding/Grants-a meeting needs to take place to discuss the 2014 goals

e)Council Rep Report- Larry Braid brought news from the Township. The pledges for the nurse practitioner project now total \$43,000.00.

A public meeting will be held on May 13 at 9:00 a.m. to discuss the Development Charge By-Law. The By-Law should pass in June.

The Honey Harbour Waterfront Plan feasibility study was passed.

f)Board meetings i)Remote access to meetings-this is ongoing.

g)CEO Evaluation Committee-deferred to when Ann Woods returns.

h)Jasi Steering Committee-The Jasi membership voted and passed the steering committee's recommendation on March 25<sup>th</sup>. The steering committee recommended that OLSN commence negotiations with Syrsi Dynix regarding a new five year contract for automation services.

j)Canada Summer Jobs Grant-The library has not received notification yet about this grant. We will know by the end of April.

k)Community Cookbook-Amanda has put about half of the recipes into Powerpoint. Several recipes were received at the end of March and we are waiting to touch base with Ann regarding any additional recipes that she may be picking up.

l)Facility Cleaning-Honey Harbour & MacTier-The libraries are being cleaned every week by Township maintenance staff. The position at the Township has not been filled yet.

m)Personnel Policy #12-Hours of Work-this policy has been deferred until the Township's policy has been passed.

n)Board By-Laws-The Board reviewed the changes made to By-Laws 1 through 5 at the March Board meeting. The Board discussed By-Laws 6 to 11. By-Law #12 was deferred and will be sent out to be reviewed at the May meeting.

#### Motion 14:25

To accept the reviewed and updated By-Law #1-Election of Officers as presented.

Moved by Larry Braid

Seconded by Francine Albrough

Carried

#### Motion 14.26

To accept the reviewed and updated By-Law #2-Terms of Reference for the Chairperson of the Board as presented.

Moved by Linda Shannon

Seconded by Tracey Fitchett

Carried

Motion 14:27

To accept the reviewed and updated By-Law #3-Terms of Reference for the Vice-Chairperson of the Board as presented.

Moved by Linda Shannon                      Seconded by Tracey Fitchett                      Carried

Motion 14:28

To accept the reviewed and updated By-Law #4-Meetings of the Board as presented.

Moved by Tracey Fitchett                      Seconded by Linda Shannon                      Carried

Motion 14:29

To accept the reviewed and updated By-Law #5-Attendance at Meetings as presented.

Moved by Tracey Fitchett                      Seconded by Linda Shannon                      Carried

7. New or Other Business:
  - i)Library Board Recruitment, 2015-2018- The Board discussed recruitment and succession planning for the new term. Three board members will not be applying for the new term.
  - ii)Board meeting-May- Teri has requested that the meeting be moved to Wednesday, May 14 as she is leaving on May 15<sup>th</sup> for vacation.

Motion 14:30

To change the date of the May Board Meeting from Thursday, May 15 to Wednesday, May 14 in Honey Harbour at 7:00 p.m.

Moved by Linda Shannon                      Seconded by Tracey Fitchett                      Carried

8. Closed Session: To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel.  
No closed session needed.

9. Adjournment:

Motion 14:31

To adjourn the regular Library Board Meeting of April 17, 2014 at 8:45 p.m. and to remind members of the next meeting on Wednesday, May 14, 2014 at the Honey Harbour Public Library at 7 p.m.

Moved by Tracey Fitchett                      Seconded by Linda Shannon                      Carried

\_\_\_\_\_  
Chairperson

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

\_\_\_\_\_  
Vice-Chair

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

\_\_\_\_\_  
Date:

Motion # 14