

6. Approve the minutes from the regular meeting on Thursday, July 17, 2014.

Motion 14:61

To accept the minutes of the meeting of the Library Board from July 17, 2014.

Moved by Linda Shannon

Seconded by Francine Albrough

Carried

5. Delegations: None

6. Finance, Administration & Legal

a)CEO Report:

Honey Harbour: The circulation for July was 2,347. The public computers had 221 sessions and the wifi had 390. Two children attended the Story time with Sandy Inkster and no one came to the craft program.

MacTier: The July circulation was 1,658. The public computers had 179 sessions and wifi had 126. The Biosphere program attracted 14 children, the Pirate story time had 22 children and the four preschool programs had a total of 54 children.

Port Severn: The circulation was 547 with 179 people visiting the library.

Overview: There were 303 e-downloads in July.

A final exit survey for the BEAM grant was completed this month.

The Honey Harbour Free Wifi, a Township initiative was available at the end of July.

The Provincial Survey and the Public Library of Ontario Grant was submitted online on August 5th.

Eleanor Heidt, the library's Whitehots sales rep visited the Honey Harbour Public Library on August 6th.

b)Monthly Budget Expenses-The cheque register was perused by the Board. Many of the library's vendors are now signing up for electronic transfer of funds. These payments will be listed and approved by the CEO. This sheet will be included with the cheque register for the Board. A trial balance of the Library's budget will be presented at the September meeting.

c)Committee Reports

i.) Public Relations Committee-Nothing to report.

ii) Friends of MacTier Library-Nothing to report.

d)Strategic Plan 2013-2016-

i)Accessible Library Services Committee: The committee will meet in September.

ii)Port Severn Committee: Susan will send out an email to committee members for a date for a meeting in September.

iii)Sustainability/Funding/Grants: A meeting will be held in the fall.

e)Council Rep Report- Larry Braid

Larry brought news from the District and from Council. A meeting regarding the new zoning by-law will be held on Saturday, August 16. A special Council meeting was held on July 31st. Bruce Hanson will be filling Mike Kennedy's seat on District Council and some other committees.

The Mayor's golf tournament will be held at Oak Bay on September 11th and teams are welcome to register.

f)Board meetings i)Remote access to meetings

This is ongoing.

g)Canada Summer Jobs Grant: The student is working well in both Honey Harbour and MacTier. Her last day will be Saturday, August 23rd in the MacTier Public Library.

h)Personnel Policy #12-Hours of Work: The Township's policy has not been completed yet.

i)Board By-Laws: Board By-Laws #24, #25 + 25a and #26 reviewed at the July meeting were passed by the Board. By-Laws #27, #28 and #29 sent out by email were discussed by the Board.

Motion 14:62

To accept By-Law #24 Responsibility and Purpose of the Board as presented at the meeting of the Library Board.

Moved by Larry Braid

Seconded by Linda Shannon

Carried

Motion 14:63

To accept By-Law #25 Recruitment of Library Board Members plus Attachment A as presented at the meeting of the Library Board.

Moved by Linda Shannon

Seconded by Larry Braid

Carried

Motion 14:64

To accept By-Law #26 orientation of New Board Members as presented at the meeting of the Library Board.

Moved by Francine Albrough

Seconded by Ann Woods

Carried

Motion 14:65

In the future, all references to those serving on the Library Board shall be referred to as Board Members.

Moved by Linda Shannon

Seconded by Ann Woods

Carried

j)Library Board Recruitment, 2015-2018: Barbara spoke with Susan Boonstra, Township Clerk about advertising for the Board positions. Barbara sent the sample ad to Susan and she will be putting it on the Township website, Facebook, Twitter and E-News in September. The ad and the info ad will be posted in the libraries and put on the Library's website, Facebook page and Twitter. Current Board members who would like to stay on the Board for the next term must still send their application to Susan Boonstra by November 24th, 2014.

k)Community Cookbook: The first 100 books sold out so 50 more were printed in order to have some copies for the MacTier book sale and the Jazz Fest. A few copies were sold at each event.

l)Library Board/Staff/Volunteer dinner: The October 24th date is not available as the Township is having a Hallowe'en Program for the children that evening. Friday, October 17th and Friday, November 7th are available at the Baxter Ward Community Centre. The Board discussed the dates and decided on Friday, October 17th. The committee of Francine, Susan and Barbara will meet after Labour Day to discuss plans for the dinner.

9. New or Other Business:

i)MacTier donation: MacTier Library has again received a seven hundred dollar (\$700.00) donation from the Murray & Ruth Miskin Family Foundation. Nadine Triemstra, Staff, Chris

Donovan, IT and Barbara Swyers, CEO are suggesting that the money be spent on a new all-in-one computer to replace the old public catalogue computer which will cost approximately \$500.00.

ii)Honey Harbour computer replacement: The hard drive for the public accessibility computer crashed and cannot be rebuilt. This computer has the zoom text software on it and would need to be replaced with a Windows 7 computer so that the software would not have to be updated at a cost. The hard drive would cost approximately \$500.00. Currently, Chris has set it up to work off of a laptop but it is not reliable. Francine said that G & S Computer Services in Elmvale are selling some second hand computers from a business and so, Ken Albrough will look into that for the library.

10. Closed Session:

11. Adjournment: Next meeting on Thursday, September 18 in the Honey Harbour PL at 7 p.m.

Motion 14:66

To adjourn the Library Board meeting of Aug. 14/14 at 8:30 p.m.

Moved by Linda Shannon

Seconded by Ann Woods

Carried

Chairperson

As Approved: _____

Vice-Chair

As Amended: _____

Date: _____

Motion # 14: _____