



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## Minutes

For the regular meeting on Thursday, February 20, 2014 at the MacTier Public Library at 7:00 p.m.

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

Absent: Tracey Fitchett, Ann Woods

1. Board Chair called the meeting to order at 7:20 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 14:10

To approve the agenda for the regular Library Board Meeting of February 20, 2014, with the addition of 7. iii) Facility Cleaning-Honey Harbour & MacTier.

Moved by Linda Shannon                      Seconded by Francine Albrough                      Carried

4. Approve the minutes from the regular meeting on Wednesday, January 22, 2014.

Motion 14:11

To accept the minutes of the Library Board meeting of January 22, 2014.

Moved by Francine Albrough                      Seconded by Linda Shannon                      Carried

5. Delegations: None
6. Finance, Administration & Legal
  - a) CEO Report:  
Honey Harbour: The circulation for January was 536. Three classes with twenty-four children visited the library.  
MacTier: The circulation for January was 544. Ten classes with one hundred and ninety-eight children visited the library.  
Port Severn: The January circulation was 140 with 51 people visiting the library. Andrew Stacey, Director of Operations called Barbara on Wednesday to discuss an interim location

for the Early Years Program on Wednesdays from 9:30 a.m. to 12:30 p.m. Apparently the Baxter Ward Community Centre has a wasp problem and the Early Years can no longer meet there until the wasps are cleaned out of the wall. Barbara agreed that the group would be able to meet in the library area of the Community Services Building using the library's collection if they wish and also the log house. Barbara will meet with the Early Years teacher on Wednesday, February 26 to offer any assistance.

The public computer provided by the Township was out of order since late fall. This week it was replaced only to be removed on Thursday, February 20<sup>th</sup> for use by a Township staff person. A new computer is being ordered for use at the Community Services Building.

Overview: The cheque was received for the BEAM grant and deposited in 2013 Revenue. The report for the Capacity Building Grant was submitted before the February 28 deadline. Barbara attended the Ontario Library Association Conference in Toronto from January 29 to February 1<sup>st</sup>. It was a great conference and Barbara went to sessions with authors, Richard Wagamese who wrote Indian Horse and Robert Sawyer the science fiction author. She also attended several seminars including Community LED libraries with John Pateman, CEO of Thunder Bay Public Libraries; website and mobile accessibility; Reaching for the stars...Climbing to the moon, a refreshing last session on Friday afternoon with Kathy Reid-Naiman a professional children's programmer and song writer. The highlight of the conference was the Saturday lunch speaker, Chris Hadfield.

Teri and Tracey did the CEO's review on Wednesday, February 5<sup>th</sup> at 10 a.m.

Barbara forwarded the email from Councillor Bruce Hanson regarding the 2013 Second Home Study for the District of Muskoka which is available in the libraries. It is interesting to note that Georgian Bay Township has the highest percentage of seasonal residents at 86.5% or approximately 15,958 and only 13.5% permanent residents. This certainly makes an impact on library service in our Township.

The Overdrive downloads for January were 240.

b)Monthly Budget Expenses-The cheque register was reviewed by the Board.

#### c)Committee Reports

i.) Public Relations Committee- Susan Stokes presented this report.

The committee met on Monday, February 10<sup>th</sup> at 1:30 p.m. in the Honey Harbour Public Library. Teri Restemayer, Susan Stokes and Barbara Swyers make up the Public Relations Committee and all were in attendance.

We discussed getting general Library information out to the Cottage associations. We will email the Library info to them in late March. Also, there will be laminated page to put up on Infoboards. As we are not sure what the budget will allow, we will wait to announce via email, if there is to be a children's summer program.

We are now going to be physically producing our own Annual Report. We discussed that we would produce a 2-fold (instead of a tri-fold) version, with modified information. We will also produce less of them to reduce cost. These are generally distributed to the councillors and those that contribute regularly to the Library.

The Strategic Plan was reviewed to see who might need assistance.

The PR committee is offering to help with the cookbook. George and Ann will be contacted to see how we can help. This will be discussed under new business at the regular scheduled Board meeting.

The Welcome Wagon is now in Port Severn and Honey Harbour, therefore we will provide service brochures for their packages.

ii) Friends of MacTier Library-Nothing to report.

d)Strategic Plan 2013-2016-

i)Public Service Committee-Barbara reported on the 2013 accomplishments.

ii)Port Severn Committee-Susan Stokes presented the 2013 accomplishments for this committee.

iii)Sustainability/Funding/Grants-The 2013 accomplishments will be presented at the March Board Meeting.

e)Council Rep Report- Larry Braid brought news from the Township which included: the District of Muskoka budget passed; the Township Official Plan passed at the Planning and Economic Development Committee. The Township Committee of the Whole has had special budget meetings with staff and will vote on the budget at the March Council Meeting. The OPP did a presentation at the Chamber meet and greet regarding personal security and Larry gave each Board Member a Robbery Prevention Kit.

f)Board meetings      i)Remote access to meetings

Members are still setting up Skype to access meetings if necessary.

g)CEO Evaluation Committee-deferred to Closed Session

h)Capacity Building Grant- The report has been submitted meeting the February 28 deadline.

i)Budget 2014-Barbara presented the highlights of the Library 2014 budget on Thursday, February 13 at 3:15 p.m. to the Committee of the Whole. There were a couple of questions regarding two budget lines that were overspent in 2013. It was explained that the extra expenses would be covered by a transfer from reserve fund or a grant that was received in 2013.

j)Jasi Steering Committee-The Committee will be meeting in Sudbury on March 4<sup>th</sup> and 5<sup>th</sup> for demos from two different vendors. The Committee will then be making a decision about what ILS system to recommend to the Jasi membership.

k)Canada Summer Jobs Grant-This grant was submitted by the January 31<sup>st</sup> deadline and we will hear in April if we were successful.

7. New or Other Business:

i)Community Cookbook-The recipes collected were set out under subject headings for the Board to peruse. The Board discussed the next steps. The deadline for recipes will be Saturday, March 29<sup>th</sup>, 2014. The committee plus interested Board Members who are available will meet to discuss the format of the cookbook.

ii)CEO vacation request-Teri read the CEO's letter requesting two weeks vacation.

Motion 14:12

To accept the request for the CEO vacation as requested in writing.

Moved by Linda Shannon

Seconded by Francine Albrough

Carried

iii)Facility Cleaning-Honey Harbour & MacTier-The Township maintenance staff person now has a new position at the Township and is trying to do the cleaning as well until this position is filled. Barbara received a call from Andrew Stacey, Director of Operations to inform the library about this and to let the Board know that he is researching prices for outside companies to perform this task in the Township. The Board discussed the cleaning of the two libraries. Larry Braid suggested that Barbara contact Laurie Kennard, Township CAO to request that the two libraries be included with the cleaning negotiations. As WSIB and Liability might be a concern if hiring independently, it would be better for the libraries to be included with the Township decision. The Board agreed.

