



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## Minutes

For the regular meeting on Wednesday, January 22, 2014 at the Honey Harbour Public Library at 7:00 p.m.

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

Absent: Francine Albrough

1. Call to order at 7:09 p.m.
2. Disclosure of Pecuniary Interest: None
3. Elect a Board Chairperson for 2014

Motion 14:00

To elect Theresa Restemayer to serve as Library Board chair for 2014.

Moved by Tracey Fitchett                      Seconded by Ann Woods                      Carried

4. Elect a Board Vice Chairperson for 2014

Motion 14:01

To elect Susan Stokes in the role of Vice Chair of the Library board for 2014.

Moved by Tracey Fitchett                      Seconded by Ann Woods                      Carried

5. Approve agenda

Motion 14:02

To approve the agenda for the regular Library Board Meeting of January 22, 2014.

Moved by Tracey Fitchett                      Seconded by Ann Woods                      Carried

6. Approve the minutes from the regular meeting on Thursday, November 21, 2013.

Motion 14:03

To accept the minutes of the Library Board meeting of November 21, 2013.

Moved by Linda Shannon

Seconded by George Jones

7. Delegations: None

8. Finance, Administration & Legal

a)CEO Report:

Honey Harbour: The circulation for November was 685. 6 classes visited the library with a total of 65 children. The December circulation was 502. There were 4 class visits with 49 children. The book club had a lovely lunch on December 3<sup>rd</sup> at Nicolas Restaurant with 8 members present. Everyone discussed a book of their own choice.

MacTier: Circulation for November was 770. 16 classes with 305 children visited the library. 13 members attended the Book Club meeting in November. The December meeting was a potluck lunch at a member's home. The December circulation was 560. Six classes visited the library with 124 children.

The IT Technician purchased 2, all in one computers and an additional Epson receipt printer for MacTier with the final pledge money from the MacTier and District Lions Club.

The internet in MacTier was down from Dec. 17<sup>th</sup> to 28<sup>th</sup>. Nadine was dealing with Auracom and the technician was not able to help her and kept putting the ticket to a higher technician who never called. They finally told us that the signal was getting through and the problem was at the library. Our IT Technician went to MacTier and finally spoke with the manager, Mike Stevens and it was discovered that the MacTier Library IP was changed and apparently the Auracom staff confused the library and the arena accounts. Once the new IP number was inputted into the router, the Internet worked again. Barbara informed the Jasi staff so they could change the number for Work Flows to work. She also had to inform SOLS so that the database vendors could change that IP in order for the databases to work from the public access computers in the MacTier Library. Barbara spoke with Mike Stevens and the next Auracom bill will reflect a credit for two weeks of Internet service.

Port Severn: Circulation was 205 in November. 98 people visited the library. The Township public computer is still out of order. The December circulation was 56 with 26 people for the month.

Overview: The libraries were closed on Tuesday, December 11<sup>th</sup> due to the blizzard that went through our region.

The total circulation for 2013 is 29,145 which is 1,420 below 2012. In comparison with 2012, Honey Harbour is down 150, MacTier is down 2,380, Port Severn is up 290 and e-material downloads are up 828.

The final reports for the BEAM grant were faxed on December 31<sup>st</sup>, 2013. The mobile website is up and running and Barbara demonstrated it to the Board.

Barbara shared with the Board a letter and newspaper article that included a donation for a Birthday greeting card from a summer customer.

Barbara registered for a three part webinar on CEO succession planning. These webinars contain great practical information especially for CEOs working alone and one suggestion was that the CEO document important dates on a work plan for the next CEO.

Ontario Library Services North announced the end of its marketing service to all libraries in Ontario, with the exclusion of First Nation Libraries as a result of operational pressures and

staffing changes. In the past, the marketing department has designed our library's annual report, strategic plan and service brochure at no cost. This service will be missed. Amanda Mills requested that her hours be cut so she will not be working Wednesdays from 1 to 6 p.m. in order to spend more time with her family. Jody Bressette and Barbara Swyers will cover the Wednesday hours. The Board discussed this issue. Barbara received a jury panel summons and had to report to the Bracebridge Court House on Monday, January 13<sup>th</sup>, 2014. Barbara did not get picked for jury duty. b)Monthly Budget Expenses-The Board reviewed the cheque register. The Board reviewed and passed motions to transfer funds from the Library Reserve Funds to Revenue, Transfer from Reserve for approved items and services purchased in 2013.

Motion 14:04

To transfer \$799.00 from the Literacy Reserve 5-1-3000-3032 to Revenue-Transfer from Reserve 5-3-4000-1010 to pay for the Annual Maintenance contract with Convergent Library Technologies for PC Reservation & Print Management for the 2013 Library Budget.

Moved by Larry Braid                      Seconded by Linda Shannon                      Carried

Motion 14:05

To transfer one thousand two hundred and fifty dollars (\$1250.00) from the Literacy Reserve 5-1-3000-3032 to Revenue, Transfer from Reserve 5-3-4000-1010 to pay for the Website update in the 2013 Budget.

Moved by Larry Braid                      Seconded by Ann Woods                      Carried

Motion 14:06

To transfer one thousand nine hundred and thirty-three dollars (\$1,933.00) from the Literacy Reserve 5-1-3000-3032 to Revenue, Transfer from Reserve 5-3-4000-1010 to pay for the installation of the Huronia Alarm Security System in Honey Harbour in the 2013 Budget.

Moved by Tracey Fitchett                      Seconded by Larry Braid                      Carried

Motion 14:07

To transfer three thousand dollars (\$3,000.00) from the Literacy Reserve, 5-1-3000-3032 to Revenue, Transfer from Reserve, 5-4-3000-1010 to assist with the wages for the IT Technician in 2013.

Moved by Tracey Fitchett                      Seconded by Ann Woods                      Carried

Motion 14:08

To transfer one thousand eight and thirty-seven dollars (\$1837.00) from the Literacy Reserve, 5-1-3000-3032 to Revenue, Transfer from Reserve, 5-4-3000-1010 to pay the wages of the Courier in 2013.

Moved by Linda Shannon                      Seconded by Tracey Fitchett                      Carried

c)Committee Reports

i.) Public Relations Committee- The committee of Teri Restemayer, Susan Stokes and Barbara Swyers will meet in February to commence work on the Cottage Association flyer and the 2013 Annual Report. The ad at no cost to the library for the Honey Harbour Hoots and Gloucester Pool brochures was shown to the Board.

ii) Friends of MacTier Library-Barbara contacted artist, William Montague and will be purchasing some prints on behalf of the Friends for the MacTier Public Library.

A lovely Christmas arrangement purchased by the Friends is on the fireplace mantle.

d)Strategic Plan 2013-2016- The Report for 2013 Accomplishments for each committee is due at the February 20<sup>th</sup> meeting. Once the committees meet in 2014, then they would present their 2014 goals and objectives to the Board.

i)Public Service Committee: Nothing to Report

ii)Port Severn Committee: Nothing to Report

iii)Sustainability/Funding/Grants: Nothing to Report

e)Council Rep Report- Larry Braid

Larry brought news from the Council. The Township Official Plan is at District and hopefully will be passed at the February Council meeting. Township Department budgets are being worked on will be presented to the Committee of the Whole in February. The Mayor's golf tournament raised \$9,000.00 and donations were made to Radio for Radiation and the Sick Children's Hospital. The core services review was finished and has been received by Council. Council meetings will be the second Monday of each month and the Committee of the Whole meetings will be on the second Tuesday.

7:59 p.m. George Jones left the meeting.

f)Board meetings i)Remote access to meetings: This is still being worked on using Skype. Ann Woods will be on vacation in February and March and will attend the meeting using Skype.

g)CEO Evaluation Committee-The committee of Teri, Tracey and Ann will meet on Monday January 27<sup>th</sup>.

h)Capacity Building Grant- The \$1719.00 has been spent and the report is due by the end of February, 2014.

i)Budget 2014-The budget meeting with Jeff Lees, Director of Finance was cancelled and the Council budget meetings scheduled in December were deferred. Jeff has been away on personal leave. I did however go to the Township for the 8:30 a.m. budget meeting as I did not receive the e-mail that was apparently sent to me to cancel this meeting. This has happened several times in the past with various other meetings and so from now on, I will be calling to confirm the meeting before driving to the Township Offices. Barbara will be meeting with Jeff Less to discuss the 2014 library budget on Friday, January 17 at 9 a.m. The 2014 Budget committee meetings will be on Tuesday, February 11<sup>th</sup> and Thursday, February 13<sup>th</sup> and Jeff will be confirming the library's date and time for this review. Barbara met with Lynn Andrews, Assistant Treasurer to review the library's budget. A few budget lines were adjusted to be in line with the 2013 final expenditures. The library budget increase is within the Council guidelines.

j) Barbara attended the Jasi Steering Committee meetings in Sudbury on Monday, December 9<sup>th</sup> and Tuesday, December 10<sup>th</sup>. Normally this group would meet by teleconference. The present contract for the Sirsi Dynix automation system has expired and an RFP went out in October and so the group met to review the quotes from various companies. Ontario Library Service North will be arranging a demonstration and question period for January and again we

would all meet in Sudbury. The January meetings were cancelled due to the inclement weather and will be rescheduled.

9. New or Other Business:

i)Core Services Review: The Township hired KPMG to do a Core Services Review for the Township. Council requested that the library be included and so KPMG produced a document for the Library and the Fire Department. The KPMG consultant met with Barbara after this document was presented to Council. The library comparison table had some incorrect figures which were corrected at this meeting. Teri Restemayer, Susan Stokes, Lorna Cramp and Barbara Swyers attended the public meeting for the Core Services Review on December 5<sup>th</sup> at Baxter Ward Community Centre. There were about twenty-five people in attendance. It was an overview of all Township services and the library was mentioned briefly. The Consultant stated that the library is the least expensive service offered by the Township and that the libraries were already open more during the peak summer months and decreased their hours in the winter months. He said that the only way to save money from library service would be to decrease this service level by closing locations or cutting hours and staff.

ii)Canada Summer Jobs Grant: The Federal government has introduced this grant application early this year, December 2<sup>nd</sup>/2013 and it is due January 31<sup>st</sup>/2014. This is much better for employers as the grants will be announced in April so there is more time to hire a student for the summer. Libraries fall under the Public Sector of Municipal Government and if successful the grant will pay one half of the minimum wage for a summer student. I did not include this in the 2014 budget so I am not sure whether to apply or not. The only way this could work is if the student did the summer programming in Honey Harbour and MacTier as they have to work 30 hours per week for the grant criteria. The Board discussed this issue and directed the CEO to apply for this grant.

10. Closed Session: None

11. Adjournment:

Motion 14:09

To adjourn the regular Library Board Meeting of January 22, 2014 at 8:36 p.m. The next regular meeting to be on February 20, 2014 in MacTier at 7 p.m.

Moved by Ann Woods

Seconded by Tracey Fitchett

Carried

\_\_\_\_\_  
Chairperson

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

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

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

\_\_\_\_\_  
Date

Motion # 13: \_\_\_\_\_