



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, July 17, 2014 at the Honey Harbour Public Library at 7:00 p.m.

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

Regrets: None

1. Board Chair called the meeting to order at 7:00 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 14:49

To approve the agenda for the regular meeting of the Library Board on July 17, 2014.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

4. Approve the minutes from the regular meeting on Thursday, June 19, 2014.

Motion 14:50

To accept the minutes for the regular meeting of the Library Board on June 19, 2014.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report:
Honey Harbour: Circulation for June was 1096. Two classes visited the library with 22 children.
The open source wifi program, Hotspot, has been great for counting the wifi sessions and recording the fundraising sales. There were 120 wifi sessions in June.

Amanda Mills resigned her position and her last day was July 11th. She has accepted a full-time position at the Springwater Public Library. Honey Harbour and Port Severn staff is working her hours to finish out the summer schedule.

The book sale on Saturday, June 28th was successful and the library made \$670.00.

The Internet was down from Friday, July 4th at 3:55 p.m. to 1 p.m. on Wednesday, July 9th. Candlelight had to do repairs on the Muskoka Tower. The repairs were completed on Sunday but our aerial did not connect on Tuesday. Chris Donovan came up on Tuesday and there was no internet connection at the main plug in to the aerial. Candlelight was going to send a technician but while Barbara was cleaning the kitchen cupboards on Wednesday morning, another connection was found and about one half hour after unplugging and plugging in, the Internet went up. Staff had to wait for the Work Flows update at 1:30 p.m. in order for the offline file to be updated into our data. All is working well now.

MacTier: Circulation for June was 718. Seven classes visited the library with 131 students. The wifi had 52 sessions.

Port Severn: June circulation was 304 with 157 people visiting the library.

Overview: Download circulation was 314, not enough to win the Overdrive June Challenge. Barbara attended the Overdrive Management Committee conference call on Thursday, June 19th.

The Jasi Steering Committee is still in negotiations with Sirsi Dynix regarding the new contract for the consortia automation system.

The TD Canada Trust Eureka Summer Reading Programs commenced on June 28th in all three locations. Children are registering to play the Readopoly game where they have to read various genre books and report to staff before taking their next turn. There is also activity and trivia squares and these sheets are given out for at home fun. Each week, a different Eureka icon is hidden around the libraries and children count them and if correct receive a library dollar. Weekly activities are handed out and are also on Facebook and when the child completes the activity, he/she receives a library dollar. These dollars can be used to purchase children's books or with five library dollars, the child can pick a prize from the Treasure Chest. Children receive a prize when they pass 'go' at the end of the game and they can play again if they want to.

The Understanding Bears program in MacTier and Honey Harbour was excellent with great black bear information. Only three people attended in MacTier and nine in Honey Harbour. Sandy Inkster, Early Years' Specialist for Muskoka presented a story time program in MacTier for twenty-five children.

Fourteen people attended the Georgian Bay Biosphere program in MacTier.

b) Monthly Budget Expenses-The Board perused the cheque register. The Township is contacting the library's vendors that we pay with a cheque to request automatic deposit payments. So far, three companies have filed the paperwork for this transaction. The library will still receive an invoice and once the bank transfer has been set up, the CEO will go into the banking website and authorize the payments so the procedure is similar to approving the payroll.

c) Committee Reports

i.) Public Relations Committee-The Annual Report 2013 was printed out on a glossy paper. Copies were handed out to the Board members. Copies have been mailed to library donors of \$100 or more. The Annual Report has been dropped off at the Township Offices for the Councillors and management staff. All library locations have a desk copy.

ii) Friends of MacTier Library-Nothing to report.

d) Strategic Plan 2013-2016-

i) Accessible Library Services Committee-nothing to report

- ii)Port Severn Committee- nothing to report
- iii)Sustainability/Funding/Grants- nothing to report
- e)Council Rep Report- Larry Braid

There will be a summer Council meeting on July 31st and a Committee of the Whole meeting on August 1st. Council approved the Honey Harbour Waterfront initiative to hire a consultant for up to \$50,000.00 and Fednor Funding was approved. Council will be appointing an Area Councillor to fill the District/Area position left vacant by Councillor Kennedy's passing. Council will work with four Councillors, one short, as the election is 90 days away, they do not have to replace that Council position.

- f)Board meetings i)Remote access to meetings
- g)Canada Summer Jobs Grant- The student quit after working for seven days. The grant was for seven weeks, so there are still six weeks to go. The ad was sent out to the Township and the Chamber and put on the library's facebook and website pages. Barbara interviewed on Saturday, July 12th and the new student commenced work in Honey Harbour on Tuesday, July 15. She will be working Tuesdays and Thursdays in Honey Harbour and Wednesdays, Fridays and Saturdays in MacTier. She will work the six weeks ending on August 23rd.
- h)Personnel Policy #12-Hours of Work-deferred until Township passes their policy.
- i)Board By-Laws- The Board By-Laws reviewed at the June meeting were passed. By-Law #24, 25 and 26 were discussed by the Board.

Motion 14:51

To accept By-Law #18 Reimbursement of Expenses as presented at the meeting of the Library Board.

Moved by Linda Shannon Seconded by Ann Woods Carried

Motion 14:52

To accept By-Law #19 To Regulate the Order of Business as presented at the meeting of the Library Board.

Moved by Ann Woods Seconded by Linda Shannon Carried

Motion 14:53

To accept By-Law #20 To Regulate the Proceedings of Closed Sessions as presented at the meeting of the Library Board.

Moved by Tracey Fitchett Seconded by George Jones Carried

Motion 14:54

To accept By-Law #21 To Waive Rules of Procedure as presented at the meeting of the Library Board.

Moved by George Jones Seconded by Tracey Fitchett Carried

Motion 14:55

To accept By-Law #22 To Govern Board Correspondence and Advertising as presented at the meeting of the Library Board.

Moved by Tracey Fitchett

Seconded George Jones

Carried

Motion 14:56

To accept By-Law #23 Procurement Policies and Procedures as presented at the meeting of the Library Board.

Moved by Ann Woods

Seconded by George Jones

Carried

j)Library Board Recruitment, 2015-2018: The Township Clerk, Susan Boonstra will post the notice for positions on the2015-2018 Library Board. Board members are trying to interest residents in these positions.

k)Community Cookbook- The cookbook has been selling and there are about 45 copies left of the 100 printed.

i) Anti-Spam Legislation- An e-blast was sent out to request consents from people on the library's email lists. Most have responded favourably and we will try to contact the ones we did not hear from again.

7. New or Other Business:

i)Georgian Bay Today- The Georgian Bay Today has new owners and they have been in touch with Jennifer Schnier at the Township in order to distribute this local newspaper. The Board discussed this proposal. The Board directed the CEO to respond to the new owners of the Georgian Bay Today explaining that the Library's Mission Statement does not support the library selling this newspaper. The Board suggested that Georgian Bay Today could supply a free monthly copy to the Honey Harbour Public Library with information attached on where to purchase the paper.

ii)Library Board/Staff/Volunteer dinner- The Board discussed the dinner evening and decided to hold a pot luck at the Baxter Ward Community Centre. George volunteered to provide the refreshments. A committee was formed consisting of Francine Albrough, Susan Stokes, Barbara Swyers and a staff member yet to be named. The date was set at Friday, October 24, 2014, Ontario Public Library Week.

8. Closed Session:

9. Adjournment:

Motion 14:57

To adjourn the meeting of the Library Board meeting on Thursday, July 17, 2014 at 8:10 p.m. with next meeting Aug. 14, 2014 at 7 p.m. in the MacTier Public Library.

Moved by Ann Woods

Seconded by Tracey Fitchett

Carried

Chairperson

As Approved: _____

Vice-Chair

As Amended: _____

Date: _____

Motion # 14: _____