



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, June 19, 2014 at the MacTier Public Library at 7:00 p.m.

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

Regrets: Larry Braid, George Jones

1. Board Chair called the meeting to order at 7:27 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 14:41

To approve the agenda for the regular Library Board meeting on June 19, 2014.

Moved by Francine Albrough Seconded by Ann Woods Carried

4. Approve the minutes from the regular meeting on Wednesday, May 14, 2014.

Motion 14:42

To accept the minutes for the regular Library Board meeting on May 14, 2014.

Moved by Ann Woods Seconded by Francine Albrough Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report:
Honey Harbour: The circulation for May was 599. Three classes with a total of 28 children visited the library.
The Township will be collecting data for 60 days from July 7 to September 5th, and be creating FREE wifi in the community of Honey Harbour on the streets for this time. A "HotSpot" so to speak. To log in a person will have to provide a name and email address and be willing to agree to terms and conditions. Their usage (not what they do, but how much they use for capacity and speed) will be recorded during this time. This will be done to determine if there is a need in Honey Harbour during the high season for a "hot spot" to be created in

that community. If there is enough usage, then the argument is very strong to apply to FedNor and ask for the money to build the permanent infrastructure. At that point, the schools, the library and all businesses would be able to benefit from a carrier with greater capacity and speed. For now it is a trial, and while the internet will be very fast it will only be 60 days, so the library will continue offering wifi as usual. This other service is outside on the streets. Anyone including the library will be able to log into it, but the modem will reset deliberately every few hours forcing people with long use needs to log in again, so that can be recorded as well.

MacTier: The May circulation was 592. Fourteen classes with 252 children visited the library.

Port Severn: The May circulation was 180 with 94 customers visiting the library. Photos of 'Take a Child to Work Day' at the Port Severn Library are in the May e-news. Lorna Cramp had her yearly review and she has now worked with the library for four years.

Overview: The e-downloads for May were 305. The library is taking part in a June challenge from Overdrive to increase downloads using our own library's highest download statistics for 2014.

Barbara attended a Jasi Steering Committee conference call on June 11th to discuss the Sirsi Dynix negotiations. There will be a conference call for all Jasi members on June 26th. Barbara attended a SOLS CEO meeting in Thornton and the clinic was on Board Succession Planning.

Barbara attended a webinar on Maker Spaces on June 18th.

Barbara took part in the Overdrive Management Committee conference call on June 19.

The statistics for the Municipal Performance Review were sent to the Township.

The library now has a branded link to G1 practice tests to assist people trying to get their driver's licence.

The summer hours commenced on June 3rd and are going well so far.

Library news is still being sent to the Gazette and the Township e-news.

Barbara had a meeting with Peter Istvan from Canadore College located in North Bay with another campus in Parry Sound. The discussion was around offering paid programs to adults in our area. He has sent a link to a survey to be put on the library's website that people can fill out about their interests and has also provided us with a hard copy. Peter and Barbara will talk again once we see if anyone is interested in this.

b) Monthly Budget Expenses-The Board perused the cheque register.

The final financial statements have been received from BDO and Barbara met with Jeff Lees, Director of Finance to sign off on the financial statements as approved by the Board at the May meeting. The updated balance for the Literacy Reserve is \$14,486.58 and the Capital Program & Equipment Reserve is \$50,107.05.

The staff is busy getting ready for the Summer Reading Club activities which will include Readopoly and some special programs.

c) Committee Reports

i.) Public Relations Committee-The library flyer was taken into the Wildwood Trailer Park and the library brochure with Port Severn's hours was dropped off at Bressette House.

Hours bookmarks were printed up for Gloucester Pool Association meeting, Gibson Lake meeting and road association meetings in Port Severn.

The Annual Report 2013 was reviewed.

ii) Friends of MacTier Library- The Friends have again filled the two urns with beautiful flowers at the entrance of the MacTier Public Library.

d)Strategic Plan 2013-2016-

i)Accessible Library Services Committee-The committee is working on the 2014 goals.

ii)Port Severn Committee-Nothing to report.

iii)Sustainability/Funding/Grants-Nothing to report.

e)Council Rep Report- Larry Braid. Larry sent his regrets.

f)Board meetings i)Remote access to meetings-Still working on this.

g)Canada Summer Jobs Grant- A student has been hired to work in Honey Harbour and MacTier commencing June 26, 2014 for 8 weeks at 30 hours per week.

h)Personnel Policy #12-Hours of Work-deferred

i)Board By-Laws- The By-Laws reviewed at the May meeting were passed at this meeting. The Board reviewed By-Laws 18, 19, 20, 21 and 23.

Motion 14:43

To accept By-Law #12, Format and Presentations of Motions-Motions and Voting as presented.

Moved by Francine Albrough

Seconded by Linda Shannon

Carried

Motion 14:44

To accept By-Law #14, To Regulate Committees of the Board as presented.

Moved by Linda Shannon

Seconded by Francine Albrough

Carried

Motion 14:45

To accept By-Law #15, Financial Year as presented.

Moved by Francine Albrough

Seconded by Linda Shannon

Carried

Motion 14:46

To accept By-Law #16, Signing Officers of the Board as presented.

Moved by Ann Woods

Seconded by Francine Albrough

Carried

Motion 14:47

To accept By-Law #17, Bank Accounts as presented.

Moved by Linda Shannon

Seconded by Tracey Fitchett

Carried

j)Library Board Recruitment, 2015-2018-Rudolf Kurz attended this Board meeting as a guest as he uses the MacTier Public Library and is interested in the new term of the board. Board members are talking to people in their community about being on the Board in the new term.

k)Community Cookbook- Teri thanked Ann Woods, Francine Albrough and Jim Curtis for assisting with collating and binding of the cookbook. A finished copy was passed around and everyone thought it looked great. The Board members present each purchased a copy of the book. Teri also assisted with the cookbook so thank you to Teri. The book will be launched

on Saturday, June 28th at the Honey Harbour Library book sale. Books will be sent to MacTier and Port Severn to sell commencing on that date.

7. New or Other Business:

i)Board Meeting- The Board discussed meeting in August and cancelling the December meeting when the weather is usually very wintery and also because the meeting has to be very early in the month due to Christmas. The Board agreed to meet on Thursday, August 14th, 2014.

ii)Honey Harbour Book Sale- Saturday, June 28th from 9 a.m. to 2 p.m. Barbara asked if any of the Board members had time to help out that day. Susan Stokes volunteered to assist at the sale from 9 to 11 a.m. The student and Barbara will work the sale as well.

iii)Anti-Spam Legislation- Canada’s Anti-Spam Legislation is a new federal law coming into force on July 1, 2014 aimed at eliminating unsolicited and malicious electronic communications. Under this legislation, organizations will have to comply with specific consent, disclosure and unsubscribe requirements when sending out electronic communications of a commercial nature, known within this legislation as Commercial Electronic Messages or CEMs.

Library customers do sign a library card stating the rules of the library and some customers have given their e-mail addresses to be contacted for holds so they have given permission so that is ok.

The library will need to obtain permission from individuals in order to send out e-blasts from Library Aware. An e-mail will be sent out asking people to give their consent to continue to receive library news or to sign up for library news.

iv)Air Conditioner- Honey Harbour- The air conditioner stopped working this week. It is quite old, probably at least 15 to 20 years. Barbara contacted the CAO, Laurie Kennard and Operations Manager, Andrew Stacey about who would be responsible for replacing this unit. Andrew came to Honey Harbour today and the Township will be replacing the unit in the next week.

8. Closed Session:

9. Adjournment: Next meeting on Thursday, July 17 in the Honey Harbour PL at 7 p.m.

Motion 14:48

To adjourn the regular Library Board meeting of Thursday, June 19, 2014 at 8:40 p.m.

Moved by Tracey Fitchett

Seconded by Linda Shannon

Carried

Chairperson

As Approved:_____

Vice-Chair

As Amended:_____

Date: _____

Motion # 14:_____

