



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## Minutes

For the regular meeting on Thursday, March 20, 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  
Barbara Swyers (CEO)

Absent: Ann Woods

1. Board Chair called the meeting to order at 7:02 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

### Motion 14:16

To approve the agenda for the regular Library Board Meeting of March 20, 2014.

Moved by Tracey Fitchett                      Seconded by Linda Shannon                      Carried

4. Approve the minutes from the regular meeting on Thursday, February 20, 2014.

### Motion 14:17

To accept the minutes of the Library Board meeting of February 20, 2014.

Moved by Linda Shannon                      Seconded by Francine Albrough                      Carried

5. Delegations: None
6. Finance, Administration & Legal
  - a)CEO Report:  
Honey Harbour-The February circulation was 457. There were 4 classes with 38 children visiting the library.  
MacTier- The circulation for February was 565. 14 classes visited the library with 287 students. MacTier Library was closed on Friday, February 21<sup>st</sup> as the staff member could not get out her road due to icy conditions. The internet went down in MacTier on February 26<sup>th</sup> and was restored on March 6<sup>th</sup>. Our IT Technician went to MacTier and with the assistance

from the Auracom help desk discovered that it was the Auracom modem that was not bringing in the internet properly. A modem was put on order for MacTier and it was received on Wednesday, March 5<sup>th</sup> by Chris who came up and installed it on Thursday, March 6<sup>th</sup>. So far, all is working well now.

Port Severn- The circulation for February was 149 with 46 customers visiting the library.

Overview- Barbara attended: a meeting for the Public Service Committee, the Sustainability/Grants/Fundraising Committee to discuss the cookbook, Jasi Steering Committee meetings in Sudbury, a SOLS CEO meeting in Gravenhurst, a webinar on Employment Law & Social Media and a staff training session on Library Aware.

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

c)Committee Reports

i.) Public Relations Committee-Working on the agenda items

ii) Friends of MacTier Library-Nothing to report

d)Strategic Plan 2013-2016-

i)Public Service Committee: The committee of Tracey Fitchett, Nadine Triemstra and Barbara Swyers met on Friday, March 14 at 10 a.m. in the MacTier Public Library. The committee reviewed library hours for summer and winter looking at the number of customers using the library at certain times. The hours will be discussed by the staff at the April 10<sup>th</sup> staff meeting and the committee will be making a recommendation to the Board at the April Board meeting.

In regards to marketing the children's summer program activities, the committee would like to recommend that the Board direct the CEO to apply for the \$100 grant from the South East Georgian Bay Chamber of Commerce. If successful, this grant would cover the costs of in-house colour copying of flyers and bookmarks for these programs as well as provide some small prizes for the Readopoly game to be introduced this summer for the children.

Barbara presented the 2014 Goals to the Board. The Board directed the CEO to apply for this grant.

ii)Port Severn Committee: Susan Stokes, Committee Chair will be contacting the committee members to set up a meeting date in April.

iii)Sustainability/Funding/Grants: George presented the 2013 Accomplishments to the Board. Larry Braid suggested inviting Jennifer Schnier, Township Economic Development Officer to the committee meeting.

e)Council Rep Report- Larry Braid brought news from the Township including information about Muskoka Tourism and the Township's Core Service Review.

f)Board meetings i)Remote access to meetings: This is still being worked on.

g)CEO Evaluation Committee- Teri needs Ann Wood's signature on the review document and then she will meet with Barbara regarding the review.

h)Budget 2014: The Township of Georgian Bay Council approved the library's 2014 budget on March 10, 2014.

Motion 14:18

To accept the 2014 Library Budget as approved and passed by Council on March 10, 2014.

Moved by Tracey Fitchett

Seconded by George Jones

Carried

Motion 14:19

To authorize a 2% salary increase for all library staff retroactive to January 1<sup>st</sup>, 2014 as presented in the 2014 Library Budget passed by council on March 10, 2014.

Moved by George Jones

Seconded by Tracey Fitchett

Carried

i)Jasi Steering Committee: The committee met on March 4 and 5<sup>th</sup> in Sudbury for a vendor demonstration by VTLS and Syrsi Dynix automation systems. The committee had a conference call on March 18<sup>th</sup> to agree on a format to inform the membership about the results of these activities. The membership will vote on the committee's recommendation to have OLS-North commence negotiations with Sirsi Dynix regarding a new five year agreement using the SAAS model with options.

j)Canada Summer Jobs Grant: The results will be announced in April.

k)Community Cookbook: The design, content and costs were discussed. A staff member is setting up the cookbook in power point as it is easy to move the slides around as needed. Once this has been completed the committee will need to proofread the recipes and finish off the book. It was agreed that the advertising for selling the cookbook should include that this fundraising project will provide an enhancement for all three libraries.

l)Facility Cleaning-Honey Harbour & MacTier: Barbara met with Andrew Stacey, Director of Operations as the libraries had not been cleaned in over one and a half weeks. Barbara vacuumed and cleaned the Honey Harbour Public Library and Nadine and Jen did the MacTier Public Library. The Board would need to hire someone to do the cleaning in the interim if Township staff could not do it. Andrew assured Barbara that Ryan Leitch would continue to do the cleaning once a week in each library in the interim. Staff will help out by dusting their work areas which they always do anyway. Andrew is sending out an RFP and will be comparing hiring an employee versus a cleaning company.

7. New or Other Business:

i)Personnel Policy #12-Hours of Work- The Board discussed if staff would be paid if the libraries are closed by the Board due to inclement weather, etc. and if staff would be paid if they cannot make it to work due to road conditions, etc. The Board will defer their decision until the Township's policy has been passed.

ii)Board By-Laws: The first 5 By-Laws were reviewed and any changes will be included and the By-Laws will be passed at the April meeting.

iii)Parks & Recreation Guide: The Board discussed the North Simcoe Spring & Summer Parks and Recreation Guide which includes Midland, Penetanguishene, Tay, Tiny and Georgian Bay Township. This is a great partnership for our communities. On page 31 a library program is listed in MacTier on Fridays from 10:15 to 11 a.m. but there is no program name or specific dates listed. As this Preschool Program only operates for six weeks, three times a year, this is really giving out false information. The three libraries in the Township of Georgian Bay are not listed on the Community Contacts page in the back of the brochure as are the libraries in the other communities. Larry Braid suggested that Barbara speak to Andrew Stacey so this could be corrected in the next brochure.

iv)SOLS Trustee Meeting: The next meeting is on Saturday, April 12 at 10 a.m. in the Haliburton County Library. Ann Woods is the Board rep for these meetings.

8. Closed Session: To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel.  
No Closed Session needed.

9. Adjournment: Next meeting on Thursday, April 17 in the MacTier PL at 7 p.m.

Motion 14:20

To adjourn the regular Library Board Meeting of March 20, 2014 at 8:29 p.m. The next regular meeting to be on April 17, 2014 at the MacTier Public Library.

Moved by Linda Shannon

Seconded by George Jones

Carried

\_\_\_\_\_  
Chairperson

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

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

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

\_\_\_\_\_  
Date:

Motion # 14