

Jennifer McCron had her one year review for her May 10th Anniversary date.

Port Severn: The April circulation was 165 with 96 customers visiting the library. Chris Donovan, IT Technician installed a new all in one Windows 8 computer for staff. The receipt printer has now been fixed and is in working order. Staff will not have to lock the computer and printer in the filing cabinet as this was damaging the cords. Ethan, the son of Jennifer Schnier spent an hour of his 'Take a Child to Work Day' with Lorna Cramp at the Port Severn Library.

Overview: Barbara attended Library Aware training session with Amanda and Deb; a Website training session with our designer, Chris Gough; a meeting with Laurie Kennard, Township CAO; a webinar on promoting e-resources and a webinar with the Federation of Ontario Public Libraries following up on the 20/20 futures conference four years ago.

The summer program information was sent to Parks and Recreation.

The library's 2013 Performance Measures statistics were sent to the Township.

The yearly contracts for Linda Williams, Casual Clerk and Carol McCron, Courier have been renewed for a one year period.

Barbara met with Laurie Kennard, Township CAO to discuss how the Township and the library can develop a strong working relationship. Laurie and Barbara talked about the Senior Management Team meetings held every second Tuesday afternoon. It was decided that Barbara will receive an email to submit agenda items, will receive the agenda and then decide if she wants to attend the meeting. Agenda items can be moved around so that Barbara can attend for a certain time period covering the items important to the library. If Barbara is not attending the meeting but wants to make an announcement about the library, she can send the information to Laurie and Laurie will inform the other members.

Barbara had a telephone meeting with Jeff Lees, Director of Finance to discuss the Financial Statements for 2013 and the Development Charge By-Law.

The staff schedules for the new summer hours have been done and sent out. The new hours are on the website. Flyers and bookmarks were designed on Library Aware for all three locations.

The e-materials download for April was 340.

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

Motion 14:34

To accept the Draft Financial Statement for year end Dec. 31, 2013 as prepared by BDO Canada LLP as presented.

Moved by Larry Braid

Seconded by Francine Albrough

Carried

c)Committee Reports

i.) Public Relations Committee-The updated flyer has been emailed to all Cottage Associations and posted at the Township Offices, Community Services Building and at Baxter Ward Community Centre. Laminated copies of this flyer were given to the Board to put on local bulletin boards in their area. Deb Barkley gave out the new hours bookmark to the Prisque Road Association members.

ii) Friends of MacTier Library-Nothing to report.

d)Strategic Plan 2013-2016-

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

ii)Port Severn Committee-A meeting will be arranged for the fall.

iii)Sustainability/Funding/Grants-nothing to report

e)Council Rep Report- Larry Braid

Larry brought news from the Township. He mentioned the Customer Service Survey available under Hot Topics on the Township website. The voter's list is available on the website also.

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

g)CEO Evaluation Committee- The committee of Teri, Ann and Tracey met with the CEO, Barbara Swyers in late fall to discuss her 2014 goals and various other topics relating to the library. This committee then reported to the Board in Closed Session. Teri presented Barbara with an evaluation letter signed by the committee on behalf of the Board. The letter was signed by the CEO and she was given a copy. The original will be filed in the CEO personnel file held by the Board Chair.

Motion 14:35

Motion to accept the CEO Evaluation as completed.

Moved by Ann Woods

Seconded by Francine Albrough

Carried

h)Jasi Steering Committee-The committee had a conference call meeting to discuss various issues. Negotiations are still ongoing with Syrsi Dynix regarding the new contract for the automation system.

j)Canada Summer Jobs Grant-The library was approved for a grant totalling \$1155 which covers ½ of the minimum wage of \$11.00 per hour for 1 student for 7 weeks at 30 hours per week. The library will hire a student for 8 weeks. The student will work Tuesdays and Thursdays in Honey Harbour, Wednesdays and Fridays in MacTier and will rotate Saturdays between Honey Harbour and MacTier. The ad will be posted on Friday at the libraries, on our website and in the community. The library had to relinquish the Ontario Summer Student Grant as only one student is being hired.

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

l)Board By-Laws-By-Laws #12, 14, 15, 16 and 17 were discussed by the Board and changes were suggested.

Motion 14:36

Motion to accept By-Law#6 Secretary-Treasurer of the Board as discussed and amended.

Moved by Francine Albrough

Seconded by George Jones

Carried

Motion 14:37

Motion to accept By-Law #9 Order of Proceedings as discussed and amended.

Moved by George Jones

Seconded by Francine Albrough

Carried

Motion 14:38

Motion to accept By-Law #10 Conduct of Proceedings as discussed and amended.

Moved by George Jones

Seconded by Larry Braid

Carried

Motion 14:39

Motion to accept By-Law #11 Rules of Debate as discussed and amended.

Moved by George Jones

Seconded by Larry Braid

Carried

m)Library Board Recruitment, 2015-2018-Barbara sent an email to Rudolf Kurz and he will be attending the June 19th meeting in the MacTier Public Library as a guest. Board members will be talking to potential Trustees in the next few months.

n)Community Cookbook- The recipes have been proofread by Teri, Ann and Francine. Library staff is now completing the cover page, title pages, table of contents and information pages. The next step will be to print out one cookbook and then have it reviewed by the committee before printing the 100 cookbooks.

7. New or Other Business:

i)Seniors Community Grant- This grant was emailed to the Board and Staff for any ideas. The Board reviewed this grant at the meeting but did not come up with any projects to apply for at this time.

8. Closed Session: No Closed Session

9. Adjournment: Next meeting on Thursday, June 19 in the MacTier PL at 7 p.m.

Motion 14:40

Motion to adjourn the regular Library board meeting of Wednesday, May 14, 2014 at 9:17 p.m.

Moved by Ann Woods

Seconded by Francine Albrough

Carried

Chairperson

As Approved:_____

Vice-Chair

As Amended:____

Date:

Motion # 14