



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, October 16, 2014 at the MacTier Public Library at 7:00 p.m.

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

Regrets: Larry Braid

1. Board Chair called the meeting to order at 7:11 p.m.
2. Disclosure of Pecuniary Interest: declared later in the meeting
3. Approve agenda

Motion 14:75

To approve the agenda for the regular meeting of the Georgian Bay Public Library Board meeting of Thursday, Oct. 16, 2014.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

3. Approve the minutes from the regular meeting on Thursday, September 18, 2014.

Motion 14:76

To accept the minutes of the regular Board meeting of the Georgian Bay Public Library Board on September 18, 2014.

Moved by Tracey Fitchett Seconded by George Jones Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report:
Honey Harbour- The circulation for September was 874. The library had 2 class visits with 27 children from the Honey Harbour Public School.
MacTier- The circulation for September was 443. Twenty-two children visited the library on Wednesday from the Township After School Program. Library staff is providing stories, activities and computer programs for the children.
The new all in one Windows 8 computer has been installed in MacTier for the public to access the library's catalogue.

Port Severn- September circulation was 268 with 125 people visiting the library.

Overview- There were 311 e-downloads in September.

Barbara attended the Jasi Information Day on September 22nd, Accessible Public Service Committee meeting, SOLS CEO meeting in Victoria Harbour Public Library and a Staff Meeting.

All staff has completed the Worker Occupational Health and Safety Awareness 4 Step Training Program. Barbara has completed the Worker 4 Step Program and the Supervisor 5 Step Program. The certificates for these programs are in each staff member's personnel file. This is a new regulation beginning July 1, 2014, that requires employers to make sure workers and supervisors complete a basic occupational health and safety awareness training program. Deb and Barb have been taking the 30 minute webinars on a specific topic from Library Aware each Tuesday.

New titles were purchased this month for the library's advantage collection in Overdrive.

The library has registered for the Forest of Reading Program for children offered by the Ontario Library Association. Books will be purchased for the Blue Spruce and Silver Birch programs for the Honey Harbour and MacTier Public Libraries.

The library's unaudited financial statements were not accepted by the Ministry for our Provincial Grant for 2014. They were accepted for the past two years. Barbara spoke with the Ministry representative in order to provide the correct documentation for the Grant. The Township's Finance Department provided Schedule 12 and 40 of the Municipal Affairs and Housing, Financial Information Return which includes a line for the library. The Ministry has accepted this document and the library's grant will be processed with their next cheque run. This issue will be discussed with Jeff Lees so we know how to move forward and what documents are needed for 2015 grant year.

All staff attended a staff meeting in the Honey Harbour Public Library on Thursday, October 9th from 9:30 a.m. to 2:30 p.m. Some of the agenda items included: Summer programs, summer hours, donations, PC Reservation, Collections, Anti-Spam Legislation, Automation System and general library news.

Honey Harbour and MacTier Libraries are now a drop off for used batteries. This recycling program information was sent to the library from the District of Muskoka and is run free by Raw Materials Company Inc.

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

c)Committee Reports

i.) Public Relations Committee- The Board's question was directed to the Mayoral candidates at the All Candidates meeting at Baxter Ward Community Centre. All Mayoral candidates were very positive in their response and felt that libraries are very important and have a place in our community.

The library lapel pins were ordered and were received on October 10th and will be given out at the Board dinner. The Board was asked if each person at the dinner could receive a pin and the dinner committee would just put a pin at each place setting. The Board agreed and a pin will be put at each place setting at the dinner.

ii) Friends of MacTier Library-no report

d)Strategic Plan 2013-2016-

i)Accessible Library Services Committee: A meeting was held on Sat., September 27 at 1:00 p.m. -MacTier Public Library. Barb Swyers, Tracey Fitchett, Nadine Triemstra and Teri Restemayer were in attendance. The committee reviewed the Action Plan. All items on this plan have been completed except the Marketing Plan for electronic resources which was started and will be on the action plan for 2015. The children's databases were highlighted on the back of the fall hours bookmark.

Staff will work in Library Aware to create ads for mouse pads, table flyers and widgets on the website. This plan will be included in the 2015 Action Plan.

The committee discussed Volunteer, Board & Staff recognition. Nadine had gathered information from other libraries and Barb got the information from the Township. The committee discussed recognition and agreed that the library should have a policy so that everyone is treated fairly. This policy will be presented to the Board at the October 16, 2014 meeting.

The committee reviewed the Township's new Dress, grooming & personal hygiene policy. The committee agreed that this is an important policy and using the Township's new policy as a draft, the committee changed and updated it to suit the needs of the Library. This policy will be presented to the Board at the October 16, 2014 meeting.

This meeting adjourned at 2:20 p.m.

a)Personnel Policy 37- Dress, Grooming and Personal Hygiene

Motion 14:77

To approve the Personnel Policy 37 – Dress, Grooming and Personal Hygiene as presented.

Moved by Tracey Fitchett

Seconded by Linda Shannon

Carried

b)Policy-Human Resources- Retirement and Long Term Service Recognition

Motion 14:78

To approve the Retirement and Long-Term Service Recognition Policy – Type Human Resources as presented.

Moved by Linda Shannon

Seconded by Francine Albrough

Carried

c)Policy Update- Volunteer Recognition Policy

Motion 14:79

To approve the updated Volunteer Recognition Policy as presented.

Moved by Francine Albrough

Seconded by Tracey Fitchett

Carried

ii)Port Severn Committee: Nothing to report

iii)Sustainability/Funding/Grants: Nothing to report

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

f)Personnel Policy #12-Hours of Work: deferred to the November meeting.

g)Library Board Recruitment, 2015-2018: Teri reminded members to send in their letters to Susan Boonstra, Township Clerk by November 24th if they want to be on the Library Board for the next term of 2015 to 2018.

h)Library Board/Staff/Volunteer dinner: There will be 27 people at the potluck dinner.

Everything has been arranged and the committee will meet at Baxter Ward Community Centre at 5:30 p.m. to set up.

i)Library Budget 2015-The Board perused the 2015 Draft Budget.

Motion 14:80

To approve the 2015 Draft Budget as presented with changes, as discussed by the Board.

Moved by Francine Albrough Seconded by George Jones Carried

- 7. New or Other Business:
 - i)Board Member Resignation

Motion 14:81

To accept the resignation of Library Board member Ann Woods, with regrets.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

- 8. Closed Session: To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel.

Motion 14:82

To enter into a Closed Session at 9:04 p.m.

Moved by Tracey Fitchett Seconded by George Jones Carried

Motion 14:83

To exit the Closed Session at 9:06 p.m. with no report.

Moved by George Jones Seconded by Francine Albrough Carried

- 9. Adjournment: Next meeting on Thursday, November 20th in the Honey Harbour PL at 7 p.m.

Motion 14:84

To adjourn the regular meeting of the Georgian Bay Public Library Board of Thursday, October 16, 2014 at 9:07 p.m.

Moved by Linda Shannon Seconded by Tracey Fitchett Carried

Chairperson

As Approved:_____

Vice-Chair

As Amended:____

Date: _____

Motion # _14:_____