



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, September 18, 2014 at the Honey Harbour Public Library at 7:00 p.m.

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

Regrets: George Jones

1. Board Chair called the meeting to order at 7:05 p.m.
2. Disclosure of Pecuniary Interest: declared later in the meeting
3. Approve agenda

Motion 14:67

To approve the agenda for the regular Library Board of Sept 18, 2014.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

3. Approve the minutes from the regular meeting on Thursday, August 14, 2014.

Motion 14:68

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

Moved by Linda Shannon Seconded by Tracey Fitchett Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report:
Honey Harbour- Circulation for August was 2356. Computer sessions were 199 and wifi sessions were 220.
The air conditioner in the CEO office no longer works. It is not used that much but still needs to be replaced. Andrew Stacey, Director of Operations will be putting this expense into his 2015 budget to be replaced by the summer of 2015.
The library received four donations from our part-time residents in memory of Hayes Jackson.

The new principal of the Honey Harbour Public School, Deb Wines visited the library on her Friday in Honey Harbour. She was quite impressed with the library. The new teacher with grades 4 to 8 visited the library on Wednesday. The students were given an introduction to the library, its services and collections. Some books on voting and elections were put on display and a quiz on Canadian Government was handed out to each student to work on for school.

Jody Bressette had her third year annual review.

MacTier- Circulation for August was 1320. Computer sessions were 180 and wifi sessions were 135.

Jen McCron has passed the Excel Course- Introduction to Public Libraries and Barbara recommended to the Board that she be reimbursed for the fee of \$163.85. There are funds available in the Training and Development budget line. Jen is currently taking two Excel courses and Nadine is enrolled in an Advanced Excel course.

Motion 14:69

To reimburse staff member, Jen McCron for passing the Winter 2014 Excel Course- "Introduction to Public Libraries"- for the amount of \$163.85.

Moved by Tracey Fitchett

Seconded by Ann Woods

Carried

Port Severn- Circulation for August was 669 with 333 customers visiting the library.

Overview- There were 321 downloads in August.

Barbara attended the Jasi conference call and the voting and the Dinner committee meeting. The Jasi consortium voted on a new Sirsi Dynix model update. There was a choice between two models- 1. Saas (software as a service) Model with Sirsi Voice Automation for calling overdue customers and 2. Saas Model with SVA calling and Bluecloud analytics which would replace Web Reporter for reports. Software as a Service means that Jasi services would be hosted on Sirsi Dynix's servers in Canada. With the dedicated service of a team of computing experts, Saas would be very reliable with only 0.1% downtime. The steering committee recommended Model #2 and we will know the results at the Jasi Information Day. The pricing will be over a five year period with yearly increases to ease the libraries into the increased cost for the system. Ontario Library Service-North will be paying the one-time transfer costs for the new system. This is a consortium so if libraries leave the costs go up and if more libraries sign on, the costs to each library would be reduced. There are some libraries waiting to join the new system. The actual yearly costs will be sent out once the model has been decided and the number of libraries is in place. The projected costs for our library would increase from \$450.00 per year to \$520 in the first year to \$850.00 in year five. The library did pay a \$1,000 per year maintenance fee when we had the Stacks automation system.

A hard drive was purchased at a good price by Ken Albrough to replace the old one on the accessibility computer in Honey Harbour. Our IT technician, Chris Donovan will be installing it on Tuesday, September 23rd. He will also be replacing the catalogue computer in MacTier with a new all-in-one computer purchased from the Charitable Donation funds received this summer. Envisionware, the company that sold us PC Reservation software now has a new software for printing from devices. This is much needed and requested in our libraries. Currently the customer has to email the document to their own email and then log into a library public computer and then print it out. This software costs \$170 per library and Barbara recommended it for Honey Harbour to be paid out of the Honey Harbour Specified Donation funds and MacTier with the balance of their Charitable Donation funds. The Board directed the CEO to purchase the print software from Envisionware.

Francine Albrough arrived at the meeting.

2. Disclosure of Pecuniary Interest:

Francine Albrough declared a pecuniary interest in regards to the item purchased by Ken Albrough for the Library.

b)Monthly Budget Expenses-The Board perused the cheque register and electronic funds transfer.

c)Committee Reports

i.) Public Relations Committee- 1. Election-The Board discussed questions that could be directed to various Municipal candidates at the All Candidates meeting on Saturday, September 20, 2014 from 1 to 4 p.m. at Baxter Ward Community Centre. Barbara will attend this session and she will submit the agreed upon question as follows:

“Do you feel that libraries play a significant role in today’s society and if elected, how will you support the Township of Georgian Bay Public Libraries.” This will be directed to the Mayoral and Councillor candidates.

2. Library Logo Pins- Barbara presented the pricing and the artwork for a library logo lapel pin. One hundred, 1 1/8” pins would cost \$289.00 plus HST. The Board discussed this and decided that the pins would be great to give to staff and board members as well as special tokens for a donor or a speaker. The cost will be charged to the supplies budget line. The CEO was directed to place the order for these pins and to check if the wording could be centred under the logo.

ii) Friends of MacTier Library-nothing to report

d)Strategic Plan 2013-2016-

i)Accessible Library Services Committee- This committee will meet on Saturday, September 27th at 1 p.m. in the MacTier Public Library.

ii)Port Severn Committee- nothing to report

iii)Sustainability/Funding/Grants-nothing to report

e)Council Rep Report- Larry Braid brought news from the Township.

f)Canada Summer Jobs Grant- The claim form was sent in before the deadline. Robyn finished her employment on August 23rd, 2014. She enjoyed her work experience at the library and was a help to the staff during the busy summer season.

g)Personnel Policy #12-Hours of Work- deferred until the Township’s Policy is in place.

h)Board By-Laws- The Board reviewed again the former By-Laws #27, 28 and 29. There were some modifications and numbering changes as well.

Motion 14:70

To accept By-Law #25, Recruitment of Board Members with attachment:

1. Duties and Responsibilities of Board Members, formerly By-Law #27

2. Succession Planning, formerly By-Law #29 and

3. Sample Ad

as reviewed and presented.

Moved by Linda Shannon

Seconded by Tracey Fitchett

Carried

i)Library Board Recruitment, 2015-2018- The ad is on the Township and Library websites, on library bulletin boards and in the Gazette and E-News.

j)Library Board/Staff/Volunteer dinner-Francine informed the Board of the potluck dinner plans discussed by the Dinner Committee on September 9th. The invitation and dinner menu list was e-mailed out on Wednesday, September 17th. The RSVP date is October 1st.

7. New or Other Business:
 - i)Library Budget 2015- The 2014 to-date budget was reviewed and the 2015 budget and projects were discussed.
 - ii)Jasi Information Day- Barbara requested permission to attend the Jasi Information Day for the automation system on Monday, September 22nd from 8:30 a.m. to 4:00 p.m. in Sudbury, Ontario. Barbara will bus up on Sunday afternoon and return Monday evening. Ontario Library Service North will cover the cost of the bus fare/mileage, half of the hotel room and meals on Monday. A charge of approximately \$55.00 for half of the hotel room would be charged to Mileage/Travel budget line. The Board gave approval for Barbara to attend this information meeting.
 - iii)CEO review- The Board appointed a committee to carry out the CEO's yearly review. Teri, Susan and Francine volunteered to do this task.
8. Closed Session: To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel.

Motion 14:72

To enter into a Closed Session 8:47 p.m.

Moved by Tracey Fitchett

Seconded by Ann Woods

Carried

Motion 14:73

To exit a Closed Session at 9:02 p.m. with no report.

Moved by Larry Braid

Seconded by Linda Shannon

Carried

9. Adjournment:

Motion 14:74

To adjourn the regular Library Board meeting of September 18, 2014 at 9:03 p.m. with the next regular meeting on October 16, 2014 at 7:00 p.m. at the MacTier Public Library.

Moved by Larry Braid

Seconded by Linda Shannon

Carried

Chairperson

As Approved:_____

Vice-Chair

As Amended:____

Date: _____

Motion # 14:_____