



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on **Thursday, April 23, 2015 at the Honey Harbour Public Library at 7:00 p.m.**

Present: Larry Braid
Tracey Fitchett
Teri Restemayer
Linda Shannon
Susan Stokes
Diane Waters
Barbara Swyers (CEO)

Regrets: Kathy Kay

1. Tracey Fitchett, Board Chairperson called the meeting to order at 7:06 p.m.

Motion 15:20

To call to order the regular meeting of April 23rd, 2015 to order at 7:06 p.m.

Moved by Linda Shannon Seconded by Larry Braid Carried

2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 15:21

To approve the agenda for the regular meeting as presented.

Moved by Larry Braid Seconded by Linda Shannon Carried

4. Approve the minutes from the regular meeting on Thursday, March 26, 2015.

Motion 15:22

To approve the minutes from the regular meeting on Thursday, March 26th, 2015.

Moved by Linda Shannon Seconded by Teri Restemayer Carried

5. Delegations: Jennifer Schnier, Economic Development Officer at the Township spoke to the Board regarding the libraries role in the community and the need to bring more people into the library facilities especially students and retirees. The Board will discuss her suggestions at the next meeting in May.

6. Finance, Administration & Legal

a)CEO Report-

Honey Harbour: Circulation for March was 522. There were 3 class visits with 42 students.

MacTier: Circulation for March was 442. There were 3 class visits with 61 children. MacTier Library experienced heating problems again on Friday, March 27th. The flame kept going out so Township maintenance staff called the service man who fixed it temporarily and ordered parts for Monday. On Tuesday, March 31st the heating was not working again. The Township was called and the service man came that afternoon to replace the parts.

Jennifer McCron is expected back to work the week of April 28th.

Port Severn: Circulation for March was 117 with 48 people visiting the library.

Overview: The e-downloads totalled 342.

Barbara attended two meetings for the Sustainability/Grants/Fundraising Committee, a meeting of the Accessible Public Service Committee, a Jasi conference call and a Muskoka District CEO meeting in Huntsville on Friday, April 17th.

Staff in all three locations have completed weeding and inventory in the adult and children's DVD collections, Audio book collections, Large Print, Young Adult, Adult Fiction and Adult Non-Fiction collections. A number of DVDs have been stolen from the Honey Harbour and Port Severn Libraries. Signs are being made to alert people about the stolen items. Cameras, donated by Tracey Fitchett will be installed by the DVD collections in each library.

Our staff courier, Carol McCron has agreed to deliver items to the libraries on a weekly basis and the delivery day has been changed to Friday.

The library's Canada Summer Student Job Grant application has been approved to hire a student for 8 weeks at 30 hours per week. The grant pays half of the minimum wage which is \$5.50 per hours. The job ad is being sent out this week.

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

The Board reviewed the 2014 Draft financial statements. The library should be putting money away for capital reserves. Barbara will speak to Jeff Lees, Director of Finance about this.

Motion 15:23

To pass the 2014 Financial Statements for the Township of Georgian Bay Public Library prepared by BDO Canada LLP as presented.

Moved by Linda Shannon

Seconded by Larry Braid

Carried

c)Committees

i.) Public Relations Committee: A new flyer for the area bulletin boards was shown to the Board. The flyer will be laminated and the Board will be given copies at the May meeting.

ii) Friends of MacTier Library: nothing to report

d)Strategic Plan 2013-2016- Committee positions

i)Accessible Public Service Committee: Barbara presented the 2015 goals.

ii)Port Severn Committee: This committee will meet in May.

iii)Sustainability/Funding/Grants: Diane presented the 2015 goals and explained the DVD fundraising project for this summer.

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

f)Capacity Building Grant: Two routers for wireless access which includes a program to access monthly statistics was purchased for approximately \$300 for both Honey Harbour and MacTier. We will be purchasing two hard drives for the PC Reservation servers. Zinio is offering an e-magazine package to small libraries for 25 e-magazines for \$600 per year which would be pro-

rated in 2015 depending on the start date. The Board discussed this and thought it was a good idea..

g) CEO Succession Planning: A committee was formed to review the job description, pay scale and hours for the CEO position. The committee includes Tracey Fitchett, Susan Stokes, Diane Waters and Barbara Swyers.

h)Board Document Sharing: Teri and Larry still need to access this site. All other members have accessed the site successfully.

i)Ontario Senior's Community Grant: The grant was perused by Jennifer Schnier, staff and the Fundraising Strategic Plan Committee. A few changes were made. The grant was e-filed on the deadline date of Friday, March 27th by 5 p.m.

j)Canada Post Community Foundation Children's Grant: The grant was reviewed by Jennifer Schnier and the Strategic Plan Committee. There were no changes. The grant was e-filed on the deadline date of Friday, April 17th by 5 p.m.

k)Port Severn-5th year anniversary- Lorna Cramp wrote a letter to the Midland WalMart Supercentre for a donation for the draw. Walmart has given a \$100 gift card and so we are going to purchase a small device for first prize. Whitehots has donated some children's books that we will package up for prizes. Barbara asked the Board if they had any contacts for prizes. Mayor Larry Braid agreed to come on June 20th at 1 p.m. for the celebration and the draw. Publicity will be going out in May for this event.

7. New or Other Business:

1.Policy Review i)Donor Recognition Policy ii)Staff Expense Policy

The policies were discussed and will be presented to be passed at the May Board meeting.

2.Lock 45- 100th birthday: Information has been received about this celebration on July 24th and 25th. There will be a street market on Saturday, July 25th. There is no cost for non-profit organizations to have a space. The Board discussed this and as some of the Board members work on Saturdays and others are busy, they discussed having a table with information about library services and programs. It was felt that someone should be present to greet people and answer questions. Barbara will attend this event on Saturday, July 25th.

3.CEO vacation: Barbara requested vacation from June 23rd to the 26th. The Board approved these dates.

8. Closed Session: No Closed Session

9. Adjournment:

Motion 15:24


To adjourn the regular meeting of Thursday, April 23rd, 2015 at 9:26 p.m.

Moved by Teri Restemayer

Seconded by Linda Shannon

Carried

Tracey Fitchett
Chairperson

As Approved: 

Susan Stokes
Vice-Chair

As Amended: _____

May 21, 2015

Motion # 15:27

Date: