



6. Finance, Administration & Legal

a)CEO Report

Honey Harbour: The circulation for May was 766. There were 7 class visits with 79 children from the Honey Harbour Public School and Our Lady of Mercy. Several years ago, a customer donated \$5,000 in memory of her friend to the Honey Harbour Library and requested that we purchase nature books which we did. Currently there is a balance in that account of \$3,526.00. Barbara felt it would be more useful if the library could purchase any genre of materials with this money. Barbara spoke with the donor, who sent an email consenting to the fund being called the Honey Harbour Collections Reserve. This email was forwarded to Jeff Lees and he will change these funds upon approval of the Board.

Motion 15:32

To transfer the balance of the Nature Book Reserve of \$3,526.00 to a new reserve fund called the Honey Harbour Collections Reserve as confirmed by the donor, Marion R. McLeod in the attached email on June 2nd, 2015.

Moved by Teri Restemayer

Seconded by Linda Shannon

Carried

MacTier: The May circulation was 437. There were 2 class visits with 42 children. The Preschool program finished up this month with the final 2 sessions with a total of 10 children. The carpets were cleaned in MacTier by Parry Sound Carpet Care Ltd. on Monday, June 15<sup>th</sup>. The cost is \$3.00 per square foot and MacTier has 2,000 square feet of carpet so the total would be \$600.00 but the owner Delcoe Jeffery discounted the price to \$450.00. This will be funded from the policing money from the District.

Port Severn: The May circulation was 220 with 99 customers visiting the library.

b)Monthly Budget Expenses: The Board perused the cheque register. The 2014 Financial Statements were given out to the Board members.

Barbara discussed purchasing a printer for Port Severn Library customers with Jeff Lees. He is going to discuss this with the Township IT staff person. There may be an opportunity to share some expenses as Jeff mentioned that Township staff in that building could use the printer and scanner instead of walking over to the main Township offices. We will be discussing this again after he connects with the IT staff.

Overview: The e-downloads circulation for May is 373.

Barbara met with Connie Devlin, Human Resources Manager at the Township. Barbara attended a Jasi Steering Committee conference call, a meeting for the Accessible Public Service Committee, a SOLS CEO meeting in Collingwood, a meeting with Jeff Less, Director of Finance.

The library registered its first CELA customer in May. This person will receive audiobooks from CNIB directly to their home.

Lorna Cramp had her 5 year annual review.

Zinio e-magazines was launched June 1<sup>st</sup> and customers can register for a Zinio account by clicking on the button on the main page of the website. The instructions for all devices are accessible on the website.

The Provincial statistical survey was submitted online. The Provincial operating grant application will be available in August.

The Registered Charity Revenue forms were sent to Revenue Canada by the auditors at the end of May.

A phone call from the District of Muskoka was received today to inform the library that one half requested from the Pay It Forward Muskoka Grant has been approved. So, our portion will be \$1,250.00 and the adjustable desk for the MacTier Library can be purchased. A letter from the District with instructions will follow.

c) Committees

i.) Public Relations Committee: The 2014 Annual Report was handed out to the Board for their perusal.

ii) Friends of MacTier Library: nothing to report

d) Strategic Plan 2013-2016-

i) Accessible Public Service Committee: The Committee met on Wednesday, June 10<sup>th</sup> at 4:15 p.m. in the MacTier Library. The agenda included a discussion of changing the name of Personnel Policies to Human Resources Policies as in the Township. The members reviewed policies 1 to 5 and reviewed a draft of the Employee Code of Conduct Policy based on the new Township policy.

ii) Port Severn Committee: The committee comprised of Diane Waters, Lorna Cramp, Tracey Fitchett, Barb Swyers and Susan Stokes met at the Port Severn Library on June 3 at 6:30 p.m.

The discussion included:

- The initial success of Wish Upon a Star fundraising campaign initiated by Diane Waters
- The possibility and details of a raffle for 2016 suggested by Lorna Cramp
- The 5<sup>th</sup> Anniversary Celebrations meet and greet on Saturday, June 20<sup>th</sup> at 1 p.m.

Other discussion was based around ideas to bring the various age groups into the library, including looking into purchasing a 3-D printer.

The idea to include the meeting of the "Sustainability, Fundraising and Grant Committee", chaired by Diane Waters at the same time as the Port Severn Committee was discussed. The two committees overlap in goals but would be reported on separately.

The next tentative meeting is Wednesday, October 7<sup>th</sup>, 2015.

iii) Sustainability/Funding/Grants: The Honey Harbour/Port Severn car wash was cancelled due to rain. The libraries launched the Wish Upon a Star, Adopt a DVD campaign. Port Severn has three gold donors, Honey Harbour has one gold donor and MacTier has a bronze donor so far.

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

f) Capacity Building Grant: To date, \$2229.00 has been spent from the \$4,059.00, 2014/15 grant. Some of the money may be used to purchase a printer for the Port Severn Library. The balance can always be added to the Library's Overdrive account to purchase e-books.

The 2015/16 grants have been announced and our library will receive \$3,369.00. The eligible expenses now include databases. Monies must be spent by April 2016.

The second part of the 2015/16 grant has been released and applications are due by September 11, 2015. The guidelines were emailed out to the Board and Staff for their ideas. Tracey and Barb will review the guidelines and discuss the criteria of the grant and report back to the Board at the August meeting.

g) CEO Succession Planning: Barbara met with Connie Devlin and she was going to speak to Laurie Kennard, CAO about this.

h) Ontario Senior's Community Grant: Unfortunately we received an email that we were not successful in attaining this grant.

i) Canada Post Community Foundation Children's Grant: Nothing to report.

j) Port Severn-5<sup>th</sup> year anniversary: The celebration is on Saturday, June 20<sup>th</sup> at 1 p.m. The Mayor will be attending to assist with the draw and refreshments will be served.

k)Staff job descriptions & salary levels: Connie Devlin, Human Resources Manager at the Township is going to review the Clerk I and II job descriptions and enhance the descriptions.  
l)Lock 45- 100 years: We will have a library table at this event on Saturday, July 25<sup>th</sup> from 10 a.m. to 6 p.m. Barbara asked if any Board members could volunteer a couple of hours to assist that day.

7. New or Other Business:

- i)Tier 1 databases: The Ministry funded databases will expire December 31, 2015 and the Ministry will not be funding these databases after that date.
- ii)Policies- Human Resources Policies: these were discussed and passed by the Board.
- iii)Staff Code of Conduct: This was discussed and passed by the Board.

Motion 15:33

To accept the following Human Resources Policies as presented:

- a)HR-001-2015-Definitions
- b)HR-002-2015-General Information
- c)HR-003-2015-Responsibilities of the Board
- d)HR-004-2015-Job Descriptions
- e)HR-005-2015-Recruitment & Selection
- f)HR-007-2015-Employee Code of Conduct

Moved by Linda Shannon

Seconded by Teri Restemayer

Carried

Motion 15:34

To accept the Human Resources Policy HR-006-2015 Staff Expenses as presented.

Moved by Linda Shannon

Seconded by Teri Restemayer

Carried

- iv)Donor Recognition Policy: This was discussed and passed by the Board.

Motion 15:35

To accept the Donor Recognition Policy as presented.

Moved by Teri Restemayer

Seconded by Linda Shannon

Carried

8. Closed Session: No closed session

9. Adjournment:


Motion 15:36

To adjourn the regular meeting of Thursday, June 18<sup>th</sup>, 2015 at 7:58 p.m. Next meeting is on August 20<sup>th</sup>, 2015 in MacTier.

Moved by Teri Restemayer

Seconded by Linda Shannon

Carried

  
Chairperson

As Approved: 

  
Vice-Chair

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

August 20, 2015  
Date:

Motion # 15: 40