



attended 4 sessions. Thirteen children attended the program with Sandy Inkster, the Early Years Specialist for Muskoka. The Georgian Bay Biosphere program had 31 in attendance and the Species at Risk, Turtle Trouble had 74. The summer programs have been very successful but the Readopoly is not very popular with only two children taking part each week.

The August 1<sup>st</sup> book sale raised \$657.00.

MacTier Library received a \$700.00 donation from the Murray and Ruth Miskin Family Charitable Foundation. This donation will be used to purchase a new all-in-one computer for MacTier and this will add one public computer as the accessible computer will be moved over by the catalogue computer and have its own adjustable table.

Port Severn- The circulation for June was 312 and for July was 620. 87 people visited the library in June and 310 in July.

The purchase of a printer has been deferred to 2016 as the IT staff member at the Township is busy with other projects right now and also the Director of Finance wants to put the Township shared cost into the 2016 budget. Barbara will be contacting Jeff Lees in early February about this purchase.

Overview- The e-downloads were 392 for June and 326 for July. The Zinio e-magazines totalled 17 downloads in June and 9 in July.

Barbara met with Connie Devlin, Director of Human Resources to discuss the job descriptions for Clerk I and II. Barbara also met with Laurie Kennard, CAO to discuss CEO succession planning.

The summer student started working every Wednesday in June in Honey Harbour for training and she started working 30 hours per week on June 27 to August 21. Camille was a great help this summer in Honey Harbour and MacTier.

b)Monthly Budget Expenses- The cheque register was posted on the shared site.

c)Committees

i.) Public Relations Committee- The 2014 Annual Report was sent out to Council, Township managers, library donors and library staff.

ii) Friends of MacTier Library- The Ojibwe artwork was chosen and picked up by the CEO and paid for by the Friends. A biography of the artist, William Monague was framed and a plaque noting the artist and the Friends' donation of the paintings are hanging in the Community Room in MacTier.

d)Strategic Plan 2013-2016-

i)Public Service Committee- The committee met to review Personnel Policies 6 to 10. These policies were then emailed out to the Board for their comments. These policies will be discussed later on the agenda.

ii)Port Severn Committee- The committee will meet in the fall.

iii)Sustainability/Funding/Grants- Diane, Tracey and Barb met to discuss the criteria of the Innovation and Research Grant application. They met again on August 19 with Susan to work on the grant application. Jennifer Schnier, Township Economic Development Officer agreed to peruse the application and edit it for us.

The 'Wish Upon a Star' DVD fundraising campaign has raised \$480 in Port Severn, \$60 in MacTier and \$280 in Honey Harbour. It is really not attracting much interest at all.

e)Council Rep Report-Kathy Kay brought news from the Township. The 100 Years of Lock 45 Celebration was a success and the Township received a \$15,000 Fednor Grant to assist with the events. Jessica Gunby is acting clerk in the absence of Susan Boonstra. The Township budget outline for 2016 has been sent out and the deadline for submissions to Jeff Less, Director of Finance is on September 18<sup>th</sup>.

f)Capacity Building Grant-The grant was discussed. The Board feels that this is a very important grant and Barbara will try her best to apply. Jennifer Schnier, Economic Development Officer for the Township will assist by reading and enhancing the application. Tracey is going to assist by requesting some support letters.

The 2014/15 grant of \$4059.00 has been spent on the following items: 2 wireless routers for Wifi; 4 new computer towers- 2 to update the PC Reservation server computers and 2 to update the Accessible Computer Stations in Honey Harbour and MacTier and Zinio e-magazines.

Motion 15:40

The Township of Georgian Bay Public Library Board is in agreement to apply for the Ontario Libraries Capacity Fund Research & Innovation Grant due September 11<sup>th</sup>, 2015.

Moved by Kathy Kay

Seconded by Linda Shannon

Carried

g) CEO Succession Planning- Barbara met with Laurie Kennard, CAO to discuss this issue and ask for her advice. Laurie advised Barbara that a presentation would have to be made this fall to Council to present a business plan for a full time CEO position.

Diane Waters, Susan Stokes and Barbara met in the Honey Harbour Library on August 19<sup>th</sup> to discuss the requirements of the CEO Job Description. The new Township template was used and the Committee agreed on the content of the job description. This will be sent out to the Board in September for discussion at the Board meeting. The salary grid needs to be reviewed once we receive the market values from Connie Devlin, Director of Human Resources at the Township.

h) Canada Post Community Foundation Children's Grant- An email was sent out to the Board and Staff informing everyone that we were not successful with this grant application.

i) Port Severn-5<sup>th</sup> year anniversary- A small group attended the draw on Saturday, June 20<sup>th</sup>. The Mayor gave a brief presentation and everyone enjoyed the refreshments.

j) Staff job descriptions & salary levels- The Clerk I and II Job Descriptions were reviewed by Connie Devlin, Director of Human Resources for the Township. She has designed a new job description template for the Township and so she enhanced the duties without changing them and used this new format. These job descriptions have been emailed to the staff for their input and will be emailed to the Board in September and be discussed at the September meeting. Connie will also gather the market value salaries for these positions for the Board to review.

k) Lock 45- 100 years-Library table- This was a very successful day as approximately 1500 people attended this event on Saturday, July 25<sup>th</sup>. The summer student designed the table top display and there were bookmarks and pamphlets for handouts. The fish pond for children was very popular and brought in the parents and grandparents. Teri helped out and spoke to many people about library services. Camille, our summer student came over with more fish pond prizes and stayed until 3 p.m. We packed up at 4 p.m. that day.

7. New or Other Business:

i) Internet- This summer, again the automation system has slowed right down in Honey Harbour and MacTier when people are using the Internet for streaming, downloading, etc. It is impossible for staff to check in or out patrons' materials or to search for requests on the system. It takes forever for even one transaction to be processed. Some library systems have installed a second Internet line for staff computers only. The Board discussed this issue.

ii) Library Budget 2016- The Board discussed the draft budget. The draft budget will be presented again at the September 17<sup>th</sup> meeting for approval.



9. Adjournment:

Motion 15:46

To adjourn the regular meeting of August 20<sup>th</sup>, 2015 at 9:26 p.m. Next meeting is on September 17<sup>th</sup>, 2015 in Honey Harbour.

Moved by Diane Waters

Seconded by Kathy Kay

Carried

  
Chairperson

As Approved:

  
Vice-Chair

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

  
Date: \_\_\_\_\_

Motion # 15: 49