



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## Minutes

For the regular meeting on **Thursday, January 22, 2015 at the MacTier 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. CEO called the meeting to order at 7:05 p.m.
2. Disclosure of Pecuniary Interest: None
3. Round table introductions: The CEO and each Board Member shared some background information about themselves.
4. Elect a Board Chairperson for 2015

Motion 15:00

To appoint Tracey Fitchett as Chairperson of the Township of Georgian Bay Public Library Board for 2015.

Moved by Susan Stokes

Seconded by Teri Restemayer

Carried

5. Elect a Board Vice Chairperson for 2015

Motion 15:01

To appoint Susan Stokes as Vice Chairperson of the Township of Georgian Bay Public Library Board for 2015.

Moved by Tracey Fitchett

Seconded by Diane Waters

Carried

6. Approve agenda

Motion 15:02

To approve the agenda for the regular meeting on January 22, 2015 of the Township of Georgian Bay Public Library Board.

Moved by Teri Restemayer

Seconded by Linda Shannon

Carried

7. Approve the minutes from the regular meeting on Thursday, November 24, 2014.

Motion 15:03

To accept the minutes for the Township of Georgian Bay Public Library Board meeting on November 24, 2014.

Moved by Diane Waters

Seconded by Larry Braid

Carried

8. Delegations: None

9. Finance, Administration & Legal

a)CEO Report-

Honey Harbour- The circulation for November was 499 and for December was 541.

MacTier- The circulation for November was 286 and for December was 361. There was a problem with the heating in the MacTier Library in the latter part of December and early January. The thermostat had to be replaced and now it is working fine.

Port Severn- The circulation for November was 118 with 41 customers and for December was 126 with 36 customers.

Overview- The e-downloads were 299 in November and 308 in December for a 2014 yearly total of 3542 e-downloads, an increase of 55% from 2013.

Barbara attended the Jasi Steering Committee conference call in December and on January 21st. The contract for the new upgraded automation system has been signed by Ontario Library Service North and Sirsi Dynix. The Steering Committee reviewed the contracts and terms of reference for libraries during the conference call. There are several libraries that will be joining the Consortia which, of course keeps the costs down. The library paid \$450 annually for each of the past five years. The new costs will be \$475.00 in 2015 and will increase about \$25.00 per year over a five year period ending up in year 5 costing \$588.00.

The application forms for the Canada Summer Jobs Grant were sent in online.

The online statistical report for 2014 was sent in to the Information and Privacy Commission.

The end of year interloan statistics and reimbursement fees were recorded for Southern Ontario Library Service.

Staff has started to do inventory of the collections in all libraries.

The registration for the Summer Reading Club was submitted and the theme is 'Play...Here we go'. Libraries will be encouraging children to see reading as play, and discover that the joyful, boundless and carefree feelings associated with play can just as easily be found in a great book.

The CEO requested the Board's direction in regards to the payment to the Township for the Contents Insurance for the Honey Harbour and MacTier libraries that was included under the Township's policy at no extra charge to the Township in December 2014. The Board discussed this issue and Larry Braid sent an email to Jeff Lees and Laurie Kennard asking why the library would be charged when the Township's premium is not being increased for including the contents of the Honey Harbour and MacTier Libraries.

- b) Monthly Budget Expenses- The Board reviewed the cheque register.
- c) Committee Reports
  - i.) Public Relations Committee- Barbara gave an overview of the work for this committee. Diane Waters mentioned that Six Mile Lake Association puts out a newsletter called Echoes. This is something that this committee will look into in the spring.
  - ii) Friends of MacTier Library- A Christmas floral arrangement for MacTier was purchased by the Friends. The Friends of the MacTier Public Library have not had a general meeting since February, 2013. The Constitution of the Friends states that a general meeting be held once per calendar year. Barbara will speak with Brenda Baker, Chairperson about the future plans for the Friends.
- d) Strategic Plan 2013-2016- Barbara, Susan and Teri presented a report and the goals of each committee. Board Members were asked to consider each committee according to their interests. The committees will be set up at the next Board meeting.
  - i) Public Service Committee- Barbara presented this report.
  - ii) Port Severn Committee- Susan presented this report.
  - iii) Sustainability/Funding/Grants- Teri presented this report.
- e) Council Rep Report- Larry brought news from the Township. The new Council consists of seven councillors as there are now four wards. Councillor Cynthia Douglas, Ward 1 has expressed an interest to tour all of the libraries. She will be meeting Barbara in the MacTier Library on Friday, January 23 to view that facility.
- f) CEO Evaluation Committee- deferred to Closed Session.
- g) Capacity Building Grant- The Ontario Liberal party's new budget passed in 2014 allocated funds for public libraries over the next three years. In this first year of funding, the Georgian Bay Township Public Libraries have received \$4,059.00 which must be spent and reported by October 30<sup>th</sup>, 2015. The Capacity Building Grant is to support IT and service capacity improvements including: hardware/software to improve access and services for library users; Library staff development for improved IT, program and service capacity; collection development; improvements to the Integrated Library System; increased wireless access; faster Internet connections and website development. Barbara will be discussing this grant with the staff, the Board and our IT Technician to get ideas of what is needed in our libraries. The proposal for expenditures will be presented to the Board in the spring of 2015 for their approval.
- h) Budget 2015- Barbara presented the budget to The Township of Georgian Bay Council on Friday, January 16, 2015 and answered questions from Councillors.

10. New or Other Business:

- i) Board meeting schedule- The Board discussed the meeting schedule for 2015. The Board must have ten meetings per year. The Board discussed possible meeting dates and times.

Motion 15:04

To accept the 2015 Board Meeting Schedule as follows: The Board agrees to meet at 9 a.m. on the third Saturday of November, January, February and March. The Board will meet on the third Thursday at 7 p.m. for the months of April, May, June, September and October. There will be an August meeting on the third Thursday at 7 p.m. to make up for the December meeting.

Moved by Linda Shannon

Seconded by Larry Braid

Carried

ii)Transfer from Reserves- The Board discussed these transfers for 2014.

Motion 15:05

To transfer six thousand eight hundred and fifty-four dollars (\$6,854) from the Literacy Reserve, account 5-1-3000-3032 to Revenue, Transfer from Reserve, account 5-3-4000-1010 to pay for:

1. Courier- \$3,000
2. It Technician- \$3,000
3. PC Reservation Annual Maintenance Fee- \$854

Moved by Teri Restemayer

Seconded by Diane Waters

Carried

iii)OLA Conference- Barbara will be attending the Ontario Library Association Conference in Toronto from Wednesday, January 28<sup>th</sup> to Friday, January 30<sup>th</sup>. The theme is ‘Think it, Do it’.

iv)New Board Orientation- Several documents and links to documents have been emailed to Diane Waters and Kathy Kay. Both new board members will meet with the CEO for further training.

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

Motion 15:06

To enter into Closed Session at 9:05 p.m. to discuss personal matters of an identifiable individual Including staff and board personnel

Moved by Linda Shannon

Seconded by Larry Braid

Carried

Motion 15:07

To rise from Closed Session at 9:12 p.m. with a report.

Moved by Diane Waters

Seconded by Teri Restemayer

Carried

Motion 15:08

To accept the 2014 CEO review for Barbara Swyers as presented to the Library Board by the CEO Review Committee.

Moved by Diane Waters

Seconded by Teri Restemayer

Carried

12. Adjournment:

Motion 15:09

To adjourn the January 22<sup>nd</sup>, 2015 meeting of the Board at 9:15 p.m. with the next regular meeting of the Library Board to be on Feb. 21<sup>st</sup> in Honey Harbour Library at 9:00 a.m.

Moved by Larry Braid

Seconded by Linda Shannon

Carried

Tracey Ftichett  
Chairperson

As Approved:  \_\_\_\_\_

Susan Stokes  
Vice-Chair

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

February 21, 2015  
Date:

Motion # 15:12