

‘on shelf’ in Work Flows. Barbara would like to put up a sign at the desk showing the missing DVDs with the cost so that customers are aware. Penetanguishene Public Library did put up a sign regarding their ‘Stolen’ DVDs. The Board discussed this and agreed that a sign should be put up displaying the stolen DVDs. Tracey will supply a fake video camera to be installed by the DVD collections in Honey Harbour and MacTier.

The Honey Harbour Co-op has offered to pay for the carpet cleaning in the Honey Harbour Public Library. They will rent a machine and do the cleaning themselves. One of my staff, Deb Barkley is on the executive of the Co-op and will be helping with the cleaning which works as she has a key to the library.

MacTier: The February circulation was 259. There was 1 class visit with 24 students. The Lego drop in had 2 sessions with 9 children in total.

Barbara received an email from Laurie Kennard, CAO announcing that the MacTier Public Library will receive \$4,600 per year from the District for the OPP using the community room. The new Canon copier was delivered and set up in MacTier on Friday, March 13th. The price is as quoted at the last Board meeting, \$2,850.00.

Jen McCron has taken a leave of at least one month to have surgery. Nadine is working the extra hours in MacTier.

Port Severn: The February circulation was 150 with 43 customers visiting the library.

Overview: The Overdrive downloads were 382 for February.

The staff meeting was held on Thursday, February 26th in the MacTier Library. Agenda items included: TD Summer Reading Club; Summer hours; staff report on the Township Customer Service Workshop attended by Jen McCron; printing from laptops; Jasi automation; collections; Capacity Building Grant; Senior’s Grant; Canada Post Grant; Library aware and new business. The Symphony Work Flows migration was on Monday, March 2 and Tuesday, March 3rd. On Wednesday, March 4th, the new system was up and running with some glitches, of course. The PC Reservation management system in Honey Harbour and MacTier could not validate the library card so staff gave out guest passes. The IP address changed with the new system and once it was inputted, the public computers worked with a customer’s card. Overdrive was down for a couple of days for all libraries in the Consortium. Overdrive for our libraries only was down for three more days later in the week and it was an Overdrive problem which seems to be fixed now. Customers were emailing and phoning in about the problem so at least we know it is being used.

Jennifer Schnier, the Township’s Economic Development Officer will be attending the April 16th Board meeting as a Delegation to have an open dialogue with the Board about the library and its role in terms of economic development.

Barbara will be attending Libraries 2025 Symposium in Toronto organized by SOLS, OLSN and FOPL from Wednesday, April 29th to Thursday, April 30th. The expenses will be paid for one delegate from each library system.

Barbara attended the SOLS CEO meeting on Wednesday, March 25th at the Orillia Public Library. The group talked about competencies and the new Learning HQ Portal that is going to launch on April 1st. Staff and the Board will have access to training courses and webinars all on one site. Sample policies and articles will be moved to the HQ Portal site. The round table discussion is always interesting and the CEOs from some libraries talked about problems with homeless adults and teens. Some CEO’s had to give out a Trespass Order to some people.

Georgian Bay Township Public Libraries do not have this problem at this time.

The SOLS Trustee meeting will be on Saturday, April 18th from 10 a.m. to 1 p.m. at the Midhurst Branch of Springwater Public Library. Susan Stokes will not be able to attend this time.

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

c)Committees

i.) Public Relations Committee: The summer cottage association bulletin board flyer was emailed out to the committee members. The Board reviewed the flyer. Diane mentioned that many cottagers are not aware of the business services that the library offers including fax, scan and printing. Barbara will add this to the flyer.

Barbara has started work on the Annual Report 2014.

ii) Friends of MacTier Library: nothing to report

d)Strategic Plan 2013-2016- Committee positions

i)Public Service Committee: This committee will meet in April.

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

iii)Sustainability/Funding/Grants: Diane and Tracey reviewed the Senior's Community Grant Application by email. The committee will meet in April.

e)Council Rep Report: Tracey read the Council Report sent in by Mayor Larry Braid.

1. We have appointed a new Integrity Commissioner.

2. Recently received a grant to help offset the engineering and legal costs on the Township's part of the Underpass project in MacTier.

3. Had an update on OMB appeals re our new Official Plan and Zoning Bylaw review. Some dates are set, but this will likely take us into next year.

4. New bylaw for both Community Policing Committees. Brian Bochek chairs the Southern and Cynthia Douglas chairs the northern. Both Councillors are anxious to make the committees lively and so far indications are great. I am pleased with the participation from community members so far and ideas for new initiatives.

5. Inspector Andrew Ferguson is newly appointed to head up the OPP office in Midland. Inspector Ed Medved heads up the northern area of our Township.

6. The Honey Harbour waterfront plan is moving along. Applications for grants have gone out and talks with community stakeholders have started.

7. Trent Severn approval finally came through for the launching ramp at the Port Severn Park, but I don't expect we will be able to do the construction until the fall. Certain times of the year, we are not allowed to do "in-water" work.

8. The Lock 45, 100th anniversary celebration organizing is underway. We have invited a number of dignitaries, including Stephen Harper.

9. A dark Sky bylaw was recommended to Council and the Public Meeting to hear residents comments will occur at our April 13th Council meeting.

10. District has passed their Rate Supported budget and talks about the Tax supported budget are at the committee level currently. April the 8th, all District Councillors will meet to discuss the entire budget and potentially recommend passing at the next Council meeting.

11. District continues to work on the "Health Hub" idea for Port Severn area. A lot of ideas came out of the last public info meeting and staff are pursuing some of the ideas.

f)Capacity Building Grant: The staff discussed this grant. Two new computers are needed for the PC Reservation servers in Honey Harbour and MacTier. The cost would be approximately \$1,200.00 for both as the libraries only need the hard drive. The Board agreed to this purchase. Deb Barkley mentioned that she could use some extra staff time to take some free online Word Press training to assist with her work on the website. Barbara is also researching prices for e-magazines. The library could also purchase some new playaways for the collection.

g) CEO Succession Planning: The CEO job description was emailed to all members. The Board discussed this document. Barbara suggested that the Board look at the CEO Competencies prepared by SOLS to assist with this update. Barbara will email this document to the Board members. The goal is to make the CEO job a full time position by 2018 with 35 hours per week including benefits as per the Township employees in order to have an attractive package for succession planning. Other rural libraries have done this increase in stages so it is not so much

of a financial impact in one year. Barbara suggested that the Board think about including 8 sick days in 2015 to commence the CEO benefits. This will be discussed at the April meeting.

h)Board Document Sharing: The Board discussed this program for document sharing

7. New or Other Business:

i)Ontario Senior's Community Grant: This is a government grant and the deadline is March 27th at 5 p.m. Staff felt that the Honey Harbour and MacTier Community Rooms would be well used for a Seniors social and activity time. The budget for this grant includes Staff hours, equipment (Board games), refreshments and marketing costs for a total of \$1900.00. Barbara sent the application draft out to staff and to Jennifer Schnier, Economic Development Officer for the Township. Jennifer had a couple of changes. The Board discussed this grant. Barbara will be emailing the application on Friday, March 27th.

ii)Canada Post Community Foundation Children's Grant: Staff discussed this grant and suggested that the library apply to fund literacy learning tools for children for the Honey Harbour and MacTier Libraries. This grant is due on Friday, April 17th at 5 p.m. The budget would include cushions for children; bean bag learning with an alphabet and numbers set; Lego educational sets; Leap Frog educational readers, pads & books; staff hours and marketing materials. The budget would be under \$5,000.00. The Board discussed this grant.

iii)Port Severn-5th year anniversary: Staff discussed this at the Staff Meeting and they all feel that the library should celebrate this event to help raise the profile of Port Severn Library. The suggestion is that Port Severn Library would celebrate in the month of June and have a set celebration date of Saturday, June 20th with refreshments and a draw. The library would invite the Mayor and Council and the public. With Barbara's approval, Lorna Cramp wrote a letter to WalMart Midland Superstore requesting a device as a grand prize for the draw. Walmart does give to community organizations on a monthly basis and as we purchase over 80% of our DVDs there we felt it was appropriate to ask for a donation. Staff suggested that a ballot be given out every time a customer checks out items from June 1st to June 19th. The Board discussed this event.

iv)SOLS Courier Route: On Wednesday, March 4th Barbara received an e-mail announcing that the Georgian Bay Public Library System would be added to the SOLS Courier Route commencing Thursday, April 9th with once a week pick up and drop off at the Honey Harbour Branch. Barbara has discussed this with the staff and we feel that the library's courier should deliver every week in order to bring the ILLOs down from MacTier and take the new titles up for the customers. This extra expense is not in the budget but could be paid for from the amount being given to MacTier from the District for the use of the community room by the OPP. The Board discussed this issue. Barbara also mentioned that the day of the delivery needs to be changed to a Friday as the SOLS delivery is on a Thursday. The Board agreed to use some of the funds from the community room use in MacTier to pay for the Library Courier to deliver on a weekly basis. This would amount to 18 weeks extra in the year. Barbara will discuss these changes with the Library Courier.

8. Closed Session: No Closed Session

9. Adjournment:

Motion 15:19


To adjourn the regular meeting of March 26, 2015 at 8:41 p.m.

Moved by Linda Shannon

Seconded by Diane Waters

Carried

Tracey Fitchett
Chairperson

As Approved: 

Susan Stokes
Vice-Chair

As Amended: _____

April 23, 2015
Date:

Motion # 15:22