

6. Finance, Administration & Legal

a)CEO Report

Honey Harbour: Circulation for April was 487. Three classes with 28 children visited the library. The junior grades from Our Lady of Mercy visited the library for the first time in May.

The Honey Harbour Community Co-op donated \$200 to the library to include the rental of carpet cleaning equipment. Two members of the Co-op, Deb Barkley and Doug Wilkinson cleaned the carpets on May 3rd so everything is fresher now.

The Co-op agreed to be the first wish grantor of \$100 in the Honey Harbour Library.

The door on the outside display case broke away but was fixed by a volunteer.

A window in the CEO's office was broken by a large branch when the tree cutters were trimming the tree at the side of the building. It is being replaced by the tree cutting service.

MacTier: Circulation for April was 462. Two classes with 64 children visited the library.

Barbara is still waiting for another quote for the carpet cleaning.

Port Severn: Circulation was 151 with 72 customers in April.

Overview: Barbara met with Diane Waters to discuss the Wish Upon a Star fundraising campaign. Barbara attended the Port Severn Committee meeting on May 13th and an Overdrive Management Committee meeting conference call on May 20th.

The Overdrive e-materials circulation was 336.

Linda William's contract was reviewed and renewed for a one year period.

Jen McCron had her second year review.

Five resumes were received for the Summer Student Position. A student has been hired to work in both Honey Harbour and MacTier Libraries.

Barbara attended Libraries 2025 in Toronto On April 29th and 30th. The theme was 'Shake It Up' and the moderator for the day was noted Canadian broadcaster, Valerie Pringle. The day was divided into four themes with different speakers: Community Design, Proving our Stories, Continuous Improvement and Innovation and Staff Evolution. Following each theme, a panel of librarians gave their reaction to what had been heard. Reactions from the audience were gathered through an audience response system using 'clickers'.

The new automation contract with Ontario Library Service North has been signed for a five year period and the payments have been set for that time period. Over the five years, the maintenance fee will go up from \$475 the first year to \$588 in year five.

Barbara canvassed other rural libraries about charging a fee for scanning and only one library charged. So, Barbara does not recommend charging for scanning services.

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

c)Committees

i.) Public Relations Committee: The laminated signs for area bulletin boards were handed out to the Board. The library ad in the Gloucester Pool magazine was shown to the Board. Barbara is working on the 2014 Annual Report.

ii) Friends of MacTier Library: nothing to report

d)Strategic Plan 2013-2016-

i)Public Service Committee: The committee reviewed the databases and made suggestions about which ones should be advertised this summer.

ii)Port Severn Committee: Susan Stokes is the Team Leader. The committee met on Wednesday, May 13th at 6:30 p.m. in the Port Severn Library. Susan presented the 2015 goals of this committee.

Some Port Severn customers have been requesting a printer that can print/copy/scan. The committee discussed this and there is money in the Capacity Building Grant to purchase a printer. Barbara will discuss this with Laurie Kennard, CAO.

iii)Sustainability/Funding/Grants: Diane reported on the Wish Upon a Star fundraising campaign which will start on June 2nd and run all summer.

The MacTier car wash was cancelled due to the weather. The Honey Harbour/Port Severn car wash will be on Saturday, May 30th at Baxter Ward Community Centre from 10 a.m. to 1 p.m.

e) Council Rep Report: Larry brought news from the Township. The new OPP inspector is Andrew Ferguson and he is in charge of the area south of MacDonald River. The new OPP communications officer is Susan Jessop.

f) Capacity Building Grant: Two new computer towers have been purchased for the PC Reservation Servers in Honey Harbour and MacTier at \$775.00 each. A subscription to Zinio e-magazines has been purchased for \$350 US pro-rated to the end of 2015. This new service will be advertised and commence in June.

g) CEO Succession Planning: Barbara is meeting with Connie Devlin tomorrow at the Township and then will call a meeting to discuss this issue.

h) Ontario Senior's Community Grant: No response yet.

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

j) Port Severn-5th year anniversary: The publicity has been completed and scheduled for Facebook, e-blasts and for our website. The flyer will be distributed later in May. Lorna has donated a couple of additional prizes. Barbara asked the Board who would be able to attend on Saturday, June 20th at 1 p.m. for the official celebrations.

7. New or Other Business:

1. Staff job descriptions & salary levels: The job descriptions were e-mailed to the Board. The Board reviewed these job descriptions and salary levels. Barbara will be meeting with Connie Devlin, Human Resources Manager for the Township on Friday, May 22nd to consult with her and obtain her advice regarding these job descriptions.

8. Closed Session: No Closed Session

9. Adjournment:

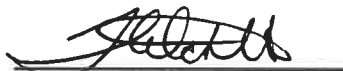
Motion 15:28

To adjourn the regular meeting of Thursday, May 21st, 2015 at 8:23 p.m. Next meeting is on June 18th, 2015 in Honey Harbour.


Moved by Diane Waters

Seconded by Larry Braid

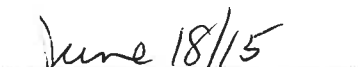
Carried


Chairperson

As Approved:


Vice-Chair

As Amended: _____


Date:

Motion # 15: 31