



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on **Thursday, November 24, 2014 at the Honey Harbour Public Library at 7:00 p.m.**

Present: Larry Braid
Tracey Fitchett
George Jones
Teri Restemayer
Linda Shannon
Susan Stokes
Barbara Swyers (CEO)

Regrets: Francine Albrough

1. Board Chair called the meeting to order at 7:00 p.m.
2. Disclosure of Pecuniary Interest: none
3. Approve agenda

Motion 14:85

To approve the amended agenda for the Board meeting of November 24, 2014.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

4. Approve the minutes from the regular meeting on Thursday, October 16, 2014.

Motion 14:86

To approve the Minutes for the Board meeting of October 16, 2014.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report
Honey Harbour- The circulation for October was 727. Six classes visited the library with 91 students from the Honey Harbour Public School.
MacTier- October circulation was 348. The preschool program had five sessions with a total of 24 children. Twenty children used the library from the Township's After School Program on Wednesdays. The MacTier Public School classes are not coming to the library yet. Nadine is going to contact the principal about starting class visits.

The HP printer is making a grinding noise. The IT technician can take it to get it fixed. Barbara will be talking to Jeff Lees regarding this issue and the need for an upgraded photocopier that prints/copies/scans and faxes like the one in Honey Harbour.

Port Severn- October circulation was 162 with 95 people visiting the library.

Overview- There were 300 e-downloads in October from Overdrive.

A thank you note received from Francine Albrough was read to the Board.

The Provincial Grant of \$28,499 including pay equity funding of \$4,849 was approved and has been deposited in the Library's bank account.

Barbara assisted Peggy Malcolm from SOLS with the five year review audit at the Penetanguishene Public Library on October 28th.

Nadine Triemstra had her two year review in October and Deb Barkly had her three year review in November and both have moved up to the next step on the pay scale for their job class.

Jen McCron attended the Township's Customer Service training day on November 7th.

The Board and Staff/Volunteer photos are in the November e-news.

Lorna Cramp is on a six week vacation leave.

b)Monthly Budget Expenses-The Board perused the cheque register.

c)Committee Reports

i.) Public Relations Committee-Nothing to report

ii) Friends of MacTier Library-Nothing to report

d)Strategic Plan 2013-2016-

i)Accessible Library Services Committee- The accomplishments for 2014 were presented.

ii)Port Severn Committee- Susan presented the accomplishments for 2014.

iii)Sustainability/Funding/Grants-Teri presented the accomplishments for 2014.

e)Council Rep Report- Larry Braid brought news from the Township. The inauguration will be held on Monday, December 1st at 10 a.m. in the Council Chambers. Kathy Kay has volunteered to be the Council Rep on the Library Board in 2015.

f)Personnel Policy #12-Hours of Work- The draft policy was discussed. The Board also discussed how to communicate any closures that might arise. The closure due to inclement weather would be posted on the library's website, sent out in Facebook and the Township would be informed of the closure. If the library is closed due to a building issue then a sign would be put on the front door of the building and the closure would be posted on the Website and Facebook and the Township would be informed.

Motion 14:87

To approve Personnel Policy 12- Hours of Work, as presented.

Moved by Tracey Fitchett

Seconded by Linda Shannon

Carried

g)Library Board Recruitment, 2015-2018- Application letters need to be in to Susan Boonstra, Clerk by November 24th. The new Board will be appointed at the first meeting of Council on December 1st. The Board will still be trying to recruit new members.

h)Library Board/Staff/Volunteer dinner- Twenty-seven Board, Staff and Volunteers attended the dinner. Francine who is on vacation sent an email stating that she thought the dinner was a marvelous success. Everyone was in great spirits and the potluck buffet was quite a spread. There was a fair bit of chicken left over and there were about 16 buns left out of 36 so these quantities could be adjusted if the Board decides to do the potluck dinner again next year.

i)Library Budget 2015- Barbara met with Jeff Lees, Director of Finance and Lynn Andrews, Deputy Treasurer on Friday, November 21, 2014 at 10:00 a.m. There were some changes made to the Wages, Employer Contributions and Maintenance-Equipment budget lines. Jeff has asked the library to submit projects that will be worked on in 2014 and Barbara will write those up and send them to Jeff. She will also be including a Wish List of items that the library needs but do not have the funding for.

7.New or Other Business:

i)Policy review: The policies listed below were emailed to the Board in advance of the meeting, changes were made and all of the policies were passed.

1. Facility:

Motion 14:88

To approve Facility Policy: Use of Library Community Rooms, as presented.

Moved by Linda Shannon Seconded by George Jones Carried

2.Confidentiality of Customer Information

Motion 14:89

To approve Confidentiality of Customer Information Policy, as presented.

Moved by George Jones Seconded by Tracey Fitchett Carried

3.Human Rights-Discrimination & Harassment

Motion 14:90

To approve Policy Type: Human Resources, Policy Title-Human Rights-Discrimination and Harassment, as presented.

Moved by Linda Shannon Seconded by Tracey Fitchett Carried

4. Computer Policy: Public Access & Wireless

Motion 14:91

To approve Public Access Computer User Agreement, as presented.

Moved by Tracey Fitchett Seconded by George Jones Carried

5.Workplace Violence

Motion 14:92

To approve Policy Type-Human Resources, Titled-Prevention of Workplace Violence, as presented.

Moved by Larry Braid Seconded by George Jones Carried

ii)Library Contents Insurance- The current policy with Cowan's expires on December 1st, 2014. The Township has moved their policy from Cowan's to BFL and Jeff Lees suggested that the library move the contents policy under the umbrella of the Township's policy. The library's contents policy would have the same coverage and deductible. The Board discussed this issue and directed the CEO to ask BFL for a price if the Board had a stand alone policy and if the Township's premium would increase if that policy included the library.

iii)SOLS Trustee Meeting- George Jones attended the Trustee meeting at the Orillia Public Library on Saturday, November 15th. The committee talked about Board evaluation of themselves, community hours for students, social media to advertise library programs and events and the Ontario Library Association's new training module that will be introduced in 2015.

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

Motion 14:93

To enter into a Closed Session to discuss personal matters of an identifiable individual, including staff and Board personnel at 8:36 p.m.

Moved by Linda Shannon Seconded by George Jones Carried

Motion 14:94

To exit the Closed Session to discuss personal matters of an identifiable individual, including staff and Board personnel at 8:50 p.m.

Moved by George Jones Seconded by Tracey Fitchett Carried

9. Adjournment:

Motion 14:95

To adjourn the meeting of the Board at 8:52 p.m. with the next regular meeting of the Library Board to be on January 22, 2015 in MacTier.

Moved by Tracey Fitchett Seconded by Linda Shannon Carried

Tracey Fitchett
Chairperson

As Approved: _____

Susan Stokes
Vice-Chair

As Amended: _____

January, 22, 2015
Date:

Motion # 15:03