

7. Finance, Administration & Legal

a)CEO Report

Honey Harbour

The October circulation was 788. There were 4 class visits with 94 children. The Honey Harbour Public School came for their first visit in November.

The Board discussed participating in the Santa Claus Parade on November 29th at 1 p.m. The Board is not able to participate in the parade this year.

MacTier

The October circulation was 383. The preschool program had 5 sessions with a total of 28 children.

Barbara and Nadine met with Ashley Kindrat, Senior Therapist at Hands, The Autism Intervention Program to discuss the use of the community room for daily sessions with a child in MacTier. She felt that the facilities were adequate for their needs and has passed this on to senior management who will contact Barbara once a decision has been made.

The Board discussed participating in the MacTier Santa Claus parade on Sunday, December 6th at 5 p.m. The Board is not able to participate in the parade this year.

Port Severn

The circulation for October was 249. 116 customers visited the library.

Overview

The Overdrive download for October was 384 and the Zinio e-magazines was 6.

Barbara attended the Township Senior Management Meeting on Tuesday, October 27th.

Barbara also attended the Council meetings on November 9th for the CEO Succession Planning and on November 12th for the 2016 Budget presentation.

A staff meeting was held at the Honey Harbour Public Library on Thursday, October 22nd from 9:30 a.m. to 3:00 p.m.

Nadine had her third year review for her October 31st anniversary date. Deb had her fourth year review for her November 18th anniversary date.

The final report for the Pay It Forward Muskoka Grant was submitted by email on November 10th, 2015.

Jody brought her daughter Kirsten to the Honey Harbour Library on 'bring your child to work day'. Kirsten had already done some volunteer community hours at the library so she was a great help that day.

An inventory was done on the Adult DVDs in Honey Harbour and there are about 15 to 20 missing new DVDs. The whole series of Breaking Bad is gone. MacTier did a DVD inventory but there were no items missing. We will do a DVD inventory in Port Severn as they had DVDs missing last year. We obviously have someone stealing DVDs so Barbara is looking into security cases and other means of security. The libraries do not have room to store the DVDs at the desk. Barbara will also contact other libraries to find out what method they use. So there will be an expense for this and we will have to take it out of the supplies budget line.

Barbara contacted the strategic plan facilitator and her fee would be \$1500.00 for a full day, 9 a.m. to 4 p.m. This is the fee that she charged Ramara Public Library. Barbara contacted Jennifer Schnier regarding any grant opportunities for 2016 that might cover this cost.

Barbara will be taking vacation approved by Tracey Fitchett from November 13 to 20th.

b)Monthly Budget Expenses-The cheque registers were posted on the shared site. The Board reviewed the expenses.

c)Committees

i.) Public Relations Committee-nothing to report

ii) Friends of MacTier Library-The general meeting will be held at the MacTier Public Library on Wednesday, November 25th at 4:30 p.m.

d)Strategic Plan 2013-2016-

i)Accessible Public Service Committee-Barbara reported on the 2015 achievements.

ii)Port Severn Committee-nothing to report at this time. Barbara will prepare the 2015 achievements and send them out to the committee. The Port Severn and the Fundraising committee will meet later in January.

iii)Sustainability/Funding/Grants-Diane reported on the 2015 achievements.

e)Council Rep Report- Kathy emailed the Council highlights prepared by Paul Wiancko.

f)Capacity Building Grant-Nothing to report.

g)CEO Succession Planning-Diane and Barbara attended the Council meeting on Monday, November 9th and Diane presented the CEO Succession Planning to Council. Diane gave Council the figures for Option 1, 2 and 3. She explained the process and answered questions.

h)Library Budget 2016-Barbara presented the 2016 budget to Council on Thursday, November 12th. There were several questions and explanations were given for the library's expenses.

The Board needs to pass a motion to transfer \$3850 from the 'Literacy Reserve' in the reserve accounts to 'Transfer from Reserve' in revenue.

Motion 15:67

To transfer \$3,850 from the 'Literacy Reserve' in the Reserve Accounts, 5-1-3000-3032 to 'Transfer from the Reserve' in Revenue, 5-3-4000-1010 to cover the costs of PC Reservation yearly maintenance fee and six months salary for the IT Technician.

Moved by Linda Shannon

Seconded by Diane Waters

Carried

i)Board Staff Volunteer Dinner- 26 people enjoyed the delicious buffet. Joan Gabourie and Jim Curtis received recognition for 10 years of volunteer service in MacTier and Honey Harbour respectively. Lorna Cramp received recognition for being on staff for 5 years.

j)CEO Annual Review(defer to Closed Session)

k)Databases-Many libraries are writing to the Minister of Culture, Tourism and Sport to protest the lack of funding for library databases in 2016. The Board discussed this. Barbara will draft a letter to send to the Minister.

8. New or Other Business:

i)Circulation Policy-Review-The Board discussed this policy.

Motion 15:68

To accept the circulation policy as presented.

Moved by Linda Shannon

Seconded by Diane Waters

Carried

ii)Culture Talks-The Federation of Ontario Public Libraries is encouraging everyone to engage in these talks online. The Board discussed this issue.

iii)Human Resources(defer to Closed Session)

iv)SOLS Trustee Council Meeting: Teri attended the SOLS Trustee Council #4 meeting on Saturday, November 7, 2015 at the Angus Branch of Essa Public Library. The SOLS Board of 20 will be downsizing in 2016 to 10 members. There was discussion on fair e-book pricing and SOLS is investigating the pricing and the goal is to have fair pricing for all e-books for library usage. Allyson Fox, the new consultant replacing Gwen Wheeler was introduced to the group. Allyson discussed the value of training and suggested that at least 1% of the staff salary budget should be for professional development. She also talked about a program for

