



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, October 15, 2015 at the MacTier Public Library at 7:00 p.m.

Present: Tracey Fitchett
Teri Restemayer
Linda Shannon
Susan Stokes
Barbara Swyers (CEO)

Regrets: Kathy Kay, Diane Waters

1. Board Chair called the meeting to order.

Motion 15:55

To call to order the regular meeting of October 15, 2015 at 7:05 p.m.

Moved by Linda Shannon Seconded by Teri Restemayer Carried

2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 15:56

To approve the agenda of the regular meeting of October 15, 2015 as presented.

Moved by Linda Shannon Seconded by Teri Restemayer Carried

4. Approve the minutes from the regular meeting on Thursday, September 17, 2015.

Motion 15:57

To approve the minutes from the regular meeting of September 17th, 2015 as presented.

Moved by Teri Restemayer Seconded by Linda Shannon Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report
Honey Harbour-Circulation for September was 1092. Three classes with 74 children visited the library from the Our Lady of Mercy School. Unfortunately the Public School Boards are on a work to rule so they are currently not visiting the library.
The community room is being used on Monday, Tuesday and Thursday mornings by the Trillium Lakelands Public School Board to tutor a special needs student. The principal donated to the Wish Upon a Star fundraiser on behalf of the student.

MacTier-Circulation for September was 605. No classes from the Public School Board are visiting the library due to the work to rule.

Nadine has been training for some administrative duties in Honey Harbour for 4 hours on Tuesdays.

The adjustable computer desk was installed last Wednesday and on Friday, October 16, our IT Technician will set up the accessible computer with a new tower on that desk and will also install a new all-in-one computer where the accessible one was. MacTier will then have 5 public computers.

Port Severn-September circulation was 292 with 186 customers visiting the library.

Overview-The Overdrive downloads totalled 395 and Zinio e-magazines totalled 10 with 3 new users for that site.

The Public Library Operating Grant was submitted and the funding has been deposited to the library's bank account.

Barbara attended the Jasi Day in Sudbury for the automation system. The new rollout was reviewed.

Barbara went to the Muskoka CEO meeting in Baysville Public Library. The group discussed doing a Muskoka reads for next October during Library month and week.

Barbara attended the SOLS CEO meeting on Thursday, October 7 at Innisfil Public Library and IdeaLab.

Barbara went to the Township for a budget meeting with Jeff Lees, Director of Finance and Lynn Andrews, Assistant Treasurer on Friday, October 9th at 3:30 p.m.

The next SOLS Trustee Council meeting is on Saturday, November 7th at the Essa Public Library, Angus Branch. Our rep, Susan will be attending.

The next staff meeting is on Thursday, October 22nd at 9:30 a.m. in the Honey Harbour Public Library.

The typical week survey forms have been sent to each branch to record the statistics for a week in November that gets recorded in the Provincial Survey for 2015.

The Provincial Survey statistics report is changing from Go-Access to Go-Secure. Every library has to register and set up an account. The Canada Summer Jobs Grant is going to go through Grants and Contributions Online. The registration has three steps and the CEO must validate his/her identity by visiting a Service Canada location and showing two pieces of identification. These changes are taking some time to set up.

Barbara and Nadine reviewed the Provincial databases to check the usage statistics. The statistics are very low with some databases having no usage at all. Databases for 2016 must be purchased by October 23rd through SOLS consortium purchasing. The titles we are recommending are: Mango & Little Pim, the language learning database; Novelist bundle that includes Novelist Plus, Novelist K-8 and Library Aware; World Book Reference Suite; Career Cruising; Consumer Health Complete and Ebsco Auto Repair Reference Centre for a total of \$693.00 excluding taxes. In previous years we have purchased four databases from the Tier 2 list at a cost of approximately \$500.00. This cost was charged to collections and Barbara recommends that this be done with the costs for the 2016 databases.

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

c) Committees

i.) Public Relations Committee-nothing to report

ii) Friends of MacTier Library-nothing to report

d) Strategic Plan 2013-2016-

i) Accessible Public Service Committee-Policies

The committee recommends that Personnel Policies # 13-Salaries & Wages, #15-Benefits, #17-Promotion, and #21-Sick Leave be omitted as these topics are included in other policies.

Motion 15:58

To remove personnel policies which are no longer relevant as follows: #13-Salaries and Wages; #15-Benefits; #17-Promotion; #21-Sick Leave.

Moved by Linda Shannon

Seconded by Teri Restemayer

Carried

- 1.HR-010-2015 Orientation and Training
- 2.HR-011-2015 Hours of Work
- 3.HR-012-2015 Salaries
- 4.HR-013-2015 Statutory Holidays
- 5.HR-014-2015 Leave of Absence
- 6.HR-015-2015 Performance Evaluation
- 7.HR-016-2015 Disability Accommodation

Motion 15:59

To accept the Accessible Public Service Policies:

- HR-010-2015 Orientation and Training
- HR-011-2015 Hours of Work
- HR-012-2015 Salaries
- HR-013-2015 Statutory Holidays
- HR-014-2015 Leave of Absence
- HR-015-2015 Performance Evaluation
- HR-016-2015 Disability Accommodation

Moved by Linda Shannon

Seconded by Teri Restemayer

Carried

- ii)Port Severn Committee-Susan will send out an email requesting a meeting date.
- iii)Sustainability/Funding/Grants-The Wish Upon a Star campaign is now finished and the boards will be kept for future use. The committee will discuss a fundraising campaign for the summer of 2016 at their next meeting.
- e)Council Rep Report -Kathy sent her Council report. The Health Hub opened on October 5th and will be open on Mondays in the Community Service Building. Appointments can be made through the Wahta nursing station. The Simcoe/Muskoka District Health Unit has released breastfeeding friendly policies.
- f)Capacity Building Grant-The 2014-15 Capacity Building Grant final expenditure report was e-filed and accepted and our file is now closed.
Barbara called the Ministry regarding the ineligibility of the Innovation Grant. The Ministry representative looked at our application and the notes and said that the application was close but was really missing the innovation part. The library did not state in the grant how it was innovative to the community and for the public library sector. The list of jobs/priorities for the Outreach Coordinator needed to be innovative and this was not described in the grant.
- g)CEO Succession Planning-The Board reviewed the salary grid including the market value assessment for the CEO position. Barbara discussed the salary which is currently well below market value and the phase in of full-time hours commencing July 1, 2016 for the CEO with the Director of Finance at the budget meeting. He felt that this should be included in the budget. Jeff and Barbara will consult with Connie Devlin, Director of Human Resources before this is presented at the November 9th Council meeting.
- h)Staff job descriptions & salary levels-The Board perused the salaries and the market value assessment. The current clerks' salaries are within market value but are towards the middle to low end. These salaries will be reviewed in 2016 when the 2017 budget is being prepared.

i)Library Budget 2016-Barbara met with Jeff Lees, Director of Finance and Lynn Andrews, Assistant Treasurer to discuss the library budget. The changes directed by the Board at the last meeting were made and submitted. Jeff added 4% to the 2016 hydro expenses for Honey Harbour and MacTier and he also raised the MacTier propane expense to \$4,000.

j)Board Staff Volunteer Dinner-We will have about 30 people at the dinner so far.

k)CEO Annual Review-defer this to Closed Session.

7. New or Other Business:

i)Strategic Plan 2017-2020-The Board discussed the best way to initiate this planning process in 2016. Barbara has the contact information of a professional facilitator and will call to request a quote for her service. Barbara will also research grants to pay for this service in 2016.

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

Motion 15:60

To enter into a Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel at 8:30 p.m.

Moved by Teri Restemayer Seconded by Linda Shannon Carried

Motion 15:61

To rise from Closed Session at 8:52 p.m. without a report.

Moved by Linda Shannon Seconded by Teri Restemayer Carried


9. Adjournment: the next meeting will be on Thursday, November 12 at 7:00 p.m. at the Honey Harbour Public Library.

Motion 15:62

To adjourn the regular meeting of Thursday, October 15th at 8:56 p.m.

Moved by Teri Restemayer Seconded by Linda Shannon Carried

TFitchett
Chairperson

As Approved: 

TRestemayer
Vice-Chair

As Amended: _____

Nov. 12, 2015
Date:

Motion # 15:66