



## TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

### Minutes

For the regular meeting on Thursday, September 17, 2015 at the Honey Harbour Public Library at 7:00 p.m.

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

Regrets: Kathy Kay

1. Board Chair called the meeting to order.

Motion 15:47

To call to order the regular meeting of September 17, 2015 at 7:06 p.m.

Moved by Teri Restemayer                      Seconded by Linda Shannon                      Carried

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

Motion 15:48

To approve the agenda for the regular meeting of September 17, 2015 as presented.

Moved by Linda Shannon                      Seconded by Teri Restemayer                      Carried

4. Approve the minutes from the regular meeting on Thursday, August 20, 2015.

Motion 15:31

To approve the minutes from the regular meeting on Thursday, August 20, 2015.

Moved by Teri Restemayer                      Seconded by Linda Shannon                      Carried

5. Delegations: None
6. Finance, Administration & Legal
  - a)CEO Report  
Honey Harbour-The August circulation was 2316. The summer reading club game Readopoly was very popular here with 30 children actively participating.  
The Our Lady of Mercy School has started visiting the library every Wednesday for story time and reading buddies and the whole school of 25 students and 1 service dog comes over.

There is going to be a Santa Claus Parade in Honey Harbour on Sunday, November 29<sup>th</sup> from Village Marina to Baxter Loop. The Board discussed the library's participation.

MacTier-The circulation for August was 1162. The Pirate Day program attracted 38 children who made pirate hats, eye patches and listened to pirate stories. A second program was held for the Township of Georgian Bay Day Camp and 13 children attended. The Santa Claus Parade will be on Sunday, December 6<sup>th</sup> at 5 p.m. The Board will discuss this again at the November meeting to check who is free to attend.

Nadine Triemstra, Clerk II will work on Tuesdays for 4 hours in the Honey Harbour Library commencing Tuesday, September 22<sup>nd</sup>. She will be trained in various administrative duties so that the Library operates seamlessly in the absence of the CEO. The library still has extra clerk hours left resulting from a resignation in 2014.

Port Severn- The August circulation was 599 with 318 people visiting the library.

Overview- The Overdrive e-downloads totalled 400 in August and Zinio e-magazines were 7. The Canada Summer Student Jobs report was submitted and the funding has been deposited in the library's account.

Jody had her yearly review and is now in year 4.

Barbara took part in the Jasi Steering Committee Conference call on September 16<sup>th</sup> regarding the rollout of the new automation system.

Barbara will be attending Jasi Day in Sudbury on Monday, September 21<sup>st</sup>. The new features in the Sirsi Dynix Symphony automation system will be discussed and demonstrated.

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)Public Service Committee- This committee will meet before the next Board meeting to continue the review of the Human Resources Policies.

ii)Port Severn Committee- This committee will meet in October. The Community Services Building is being used for some Thursdays in October so Susan will send out a new date for the meeting.

iii)Sustainability/Funding/Grants- The Wish Upon a Star fundraising campaign will continue into the fall. So far, the funding for DVDs raised is \$500 each for MacTier and Port Severn and \$400 for Honey Harbour. The DVDs are being purchased, donor labels are put inside each DVD and receipts and thank you notes have been sent out. The donor list is now on the main page of our website and will be posted on Facebook. The email addresses have been entered under the appropriate groups in Library Aware. Tracey and Diane assisted with the innovation grant. Tracey obtained support letters from the Near North School Board and the Northern Policing Committee. Barbara obtained a support letter from the South East Georgian Bay Chamber of Commerce. Diane was a great help in answering many of the grant questions.

e)Council Rep Report- Tracey read the report in the absence of Kathy Kay.

The Health Hub in Port Severn received 2 donations - Conrad and Donna Huber - \$21,000 and SEGBAY - approximately \$1,300. With these donations, there are now sufficient funds available to furnish the Nursing Station in Port Severn.

On Sept 28th, there will be a 'soft' opening and October 5th will be the official opening.

The unit will be open every Monday, except for holidays, by appointment at the Community Services Building.

The 2016 Calendar for Council and Committee of the Whole has been posted and again they will be held on the 2nd Monday and Tuesday of the month.

The Community Safety Zone has been approved on the municipal portion of the Honey Harbour Road –Delawana Inn to the Honey Harbour Public School. Signs should be posted soon. The District road portion requires the gathering of some info prior to being submitted to

District Council.

Council and the Senior Management Team will meet again Wednesday to review and discuss the information gathered from the Community Advisory Groups regarding the new Strategic Plan. There has been a lot of excellent information collected and the top priority is preserving Natural Assets with Growth and Development second.

f)Capacity Building Grant- Many days were spent on this very lengthy grant application. The application was submitted by the deadline of Friday, September 11<sup>th</sup> by 5 p.m. A resume from a highly qualified person was received and Barbara will email a reply and keep the resume on file for six months as is our policy.

g)CEO Succession Planning- The CEO job description was discussed by the Board. The committee used the new Township template for job descriptions. The Board also reviewed the salary grid and the market value assessment.

Motion 15:50

To accept the CEO job description as amended. Change the education minimum under Qualifications to read: Post Secondary Education.

Moved by Diane Waters

Seconded by Teri Restemayer

Carried

The library will be presenting the CEO Succession Planning report to Council on Monday, November 9<sup>th</sup>. Barbara asked the Board who could attend this session.

h)Staff job descriptions & salary levels- The staff have reviewed the enhanced job descriptions for Clerk I and II. No one had any changes. The duties were not changed, just the descriptions were improved. Again the new Township template was used including the physical demands and hazards sheets. The Board discussed these job descriptions and reviewed the salary grids and the market value assessment.

Motion 15:51

To accept the Clerk I and Clerk 2 job descriptions as presented.

Moved by Linda Shannon

Seconded by Diane Waters

Carried

i)Library Budget 2016- The draft budget and project sheets have to be in to the Director of Finance by tomorrow. The draft salaries budget was already submitted and includes the CEO full-time position with sick time and paid vacation based on a six month period commencing July 1<sup>st</sup>, 2016. Diane Waters and Barbara Swyers will present the CEO Succession Plan and the new salary grid for the CEO to the Council on November 9<sup>th</sup>.

Motion 15:52

That the library board accepts the 2016 draft budget as discussed.

Moved by Diane Waters

Seconded by Teri Restemayer

Carried

j)Board Staff Volunteer Dinner- The room at Baxter Ward Community Center has been booked for Friday, October 23<sup>rd</sup>. The invitation and pot-luck signup sheet will be emailed to the Mayor, the Board, the Staff and the Volunteers. The Board discussed the details for this event.

7. New or Other Business:  
i)CEO Annual Review- The Board formed a committee to do the annual CEO review. The committee members are Tracey Fitchett, Linda Shannon and Teri Restemayer.  
ii)Collection Development Policy- The Board reviewed this policy.

Motion 15:53

To accept the Collection Development Policy as presented.

Moved by Diane Waters

Seconded by Teri Restemayer

Carried

8. Closed Session: No Closed Session

9. Adjournment:

Motion 15:54


To adjourn the regular meeting of Thursday, September 17<sup>th</sup>, 2015 at 9:16 p.m.

Moved by Linda Shannon

Seconded by Teri Restemayer

Carried

Tracey Fitchett  
Chairperson

As Approved: 

Susan Stokes  
Vice-Chair

As Amended: \_\_\_\_\_

October 15, 2015  
Date:

Motion # 15:57