



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

Minutes

Present: Francine Albrough
Tracey Fitchett
Charlotte Hardwicke
George Jones
Mike Kennedy
Mike McDermott
Teri Restemayer
Susan Stokes
Ann Woods
Barbara Swyers (CEO)

For the regular meeting on Thursday, January 20, 2011 at 9:00 a.m. in the MacTier Public Library.

The meeting was called to order at 9:10 a.m. by the CEO.

The CEO welcomed the Board for the new term 2011-2014. George Jones, Past Chair welcomed the new Board and invited each member to introduce him/herself and give a brief bio.

1. The CEO asked for nominations for the position of Chair for the year 2011. Francine Albrough nominated George Jones. Ann Woods seconded the nomination. George accepted and a vote was held.

Motion 11:00

To appoint George Jones as elected “Chairperson” of the Library Board for 2011.

Moved by Francine Albrough Seconded by Ann Woods Carried

2. The Chair asked for nominations for the position of Vice-Chair for the year 2011. Mike McDermott nominated Tracey Fitchett. Teri Restemayer seconded the nomination. Tracey accepted and a vote was held.

Motion 11:01

To appoint Tracey Fitchett as elected “Vice Chairperson” of the Library Board for 2011.

Moved by Mike McDermott Seconded by Teri Restemayer Carried

3. Approve agenda

Motion 11:02

To approve the agenda as presented.

Moved by Charlotte Hardwicke Seconded by Teri Restemayer Carried

4. Approve the minutes from the regular meeting on December 9, 2010.

Motion 11:03

To approve the minutes from the regular meeting on Thursday, December 9, 2010 as presented.

Moved by Ann Woods Seconded by Charlotte Hardwicke Carried

5. Disclosure of Pecuniary Interest-none

6. Delegations-none

7. Finance, Administration & Legal

- a)CEO Report & Expenses

Honey Harbour—Circulation for December was 630. 4 classes with 49 children visited the library. The book club met with 3 people on Jan. 11.

MacTier—Circulation for December was 960. 5 classes visited the library with 117 children. Four children attended the Christmas Story time.

Pt. Severn—Circulation for December was 56 with 32 people coming into the library.

Overview—Barbara attended: budget meeting with Jeff Lees, Acting Treasurer, Andy Nelan, Manager of Finance and Carolyn Tripp, Acting CAO, Funder's Forum at Casino Rama and a ticket webinar with our IT Technician, Alex Aneroussos.

A letter was sent to the Mayor and each Councillor welcoming them and introducing them to the library by enclosing the Spotlight on Ontario Public Libraries, the library's information pamphlet, the Strategic Plan 2009-2012 and the 2009 Annual Report.

The library has an information page in the Winter Parks and Recreation brochure.

A report was sent to CAP(Community Access Program) by the Jan. 21, 2011 deadline.

The Board needs to appoint a Trustee to the SOLS Trustee Council which meets twice a year, once in Fall and once in Spring. The spring meeting is scheduled for April. This was discussed by the Board and a representative will be appointed at the February board meeting.

Mileage Expenses are \$197.60 for three trips to MacTier and mileage to Casino Rama for a seminar.

Motion 11:04

To reimburse our CEO's mileage expenses of \$197.60.

Moved by Mike Kennedy Seconded by Susan Stokes Carried

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

- c)Committee Reports

- i. Public Relations Committee- The work of this committee was explained. This committee needs at least two new members.

- ii. Friends Committee-The Friends executive includes: Brenda Baker and Kim Lashbrook, Co-Chairs; Joan Wice, Secretary; Barbara Swyers, Treasurer and Marg MacDonald, Director at Large. The Friends Saturday lunches started on January 15 with forty people in attendance. The lunches will run for six weeks and cost \$5.00 and are being held in the Lion's Club Hall in MacTier.

- d)Ontario Public Library Guidelines-explained to the Board. The Policy Workplan was reviewed.

- e) Strategic Plan- Barbara reviewed the Strategic Plan and the Committees. The 2010 accomplishments and the 2011 goals were discussed and will be e-mailed to all Trustees. All Trustees will choose to participate in at least one committee by the February Board meeting.
 - i. Adult User Group-Current members are Gail Demkiw, staff and Barbara.
 - ii. Honey Harbour PL-Current members are George Jones, Barbara and in a consulting position former Board Trustee, Sue Curtis.
 - iii. Human Resources-Current members are Tracey Fitchett and Barbara.
 - iv. Port Severn-Current members are Barbara and in a consulting role former Board Trustee, Robert Byrnes. The library has received pre-budget approval to increase the hours of the Port Severn Pilot Project Library by five hours. Commencing February 16th, the library will open on Wednesdays from 10 a.m. to 3 p.m. as well as Saturdays from 10 a.m. to 1 p.m.
 - v. Technology-Current members are Ken Albrough, Volunteer; Alex Aneroussos, IT Technician and Barbara.
- f) SOLS \$15 million- The Library's credit dollars totalling \$15,317.00 has been spent. This funding was used to purchase DVDs, Mango database, Large Print, DVD and Playaway Pools, three children's mobile shelving units for Honey Harbour, conference expenses and some training seminars for staff.
- g) JASI- Joint Automation Server Initiative- This is a project under the SOLS \$15 Million to automate libraries in Ontario without an automation system. Our library has a very elementary system and through talks that began over one and a half years ago, our library will be updating to the new Symphony Integrated Library System in 2011 under this project. Weeding was completed in the MacTier Public Library and the initial inventory has been done. Both Honey Harbour and MacTier are still checking the inventory lists of missing items.
- h) 2011 Draft Budget- A draft budget was presented and discussed by the Board. The library will present the 2011 budget to Council on Thursday, March 10 at 1 p.m.

Motion 11:05

To approve the 2011 Draft Budget for presentation to Council.

Moved by Mike McDermott

Seconded by Mike Kennedy

Carried

- i) Library Leases- In December, Robert Byrnes, George Jones and Barbara Swyers met to discuss the leases for the three facilities. Changes were made and Robert and Barbara met with Carolyn Tripp and Kevin Datema and reviewed the proposed changes. The leases have been amended and signed by the CEO and will be signed by the Library Board Chair. The cost of the leases will be a new budget line expense for 2011.

8. New or Other Business:

- a) Board Orientation-Power Point Presentation-This presentation was shown to the Board.
- b) Meeting dates and times-The Board discussed meeting dates and times for 2011.

9. Closed Session-no closed session

10. Adjournment.

Motion 11:06

To adjourn today's meeting at 11:59 a.m.

Moved by Francine Albrough

Seconded by Teri Restemayer

Carried

Chairperson

As Approved: _____

Vice-Chair

As Amended: _____

Date

Motion # _____