

5. Approve agenda

Motion 17:48

To approve the agenda for the regular meeting as presented.

Moved by Linda Shannon

Seconded by Linda Sladek

Carried

6. Approve the minutes from the regular meeting on Thursday, September 21, 2017.

Motion 17:49

To approve the minutes from the regular meeting of Thursday, September 21st, 2017 as presented.

Moved by Sandi Sweeney

Seconded by Linda Shannon

Carried

7. Delegations: None

8. Finance, Administration & Legal

- a)CEO Report

Honey Harbour: The circulation for September was 903. The new Canon photocopier was installed and the Certificate of Insurance was sent to De Lage, the leasing company.

Barbara visited the public school and spoke with the teachers about class visits to the library. A flyer was posted and application forms were left with the teacher.

MacTier: The September circulation was 549.

Jen McCron has returned to work on October 4th. She passed her last two Excel courses in April and now has her certificate in Managing a Small Public Library with 10 courses.

Port Severn: The circulation for September was 345 with 154 people visiting the library.

Overview: The Overdrive downloads were 412 and e-magazines were 28 for September.

The library received the Improving Library Digital Services grant for \$4100.00 and this has been put into a holding account and will be posted in 2018 to be spent by March 31, 2018.

The carpets in both Honey Harbour and MacTier libraries were professionally cleaned on October 19th by Fabricare.

The tactile books and sensory aids for the Muskoka Pay-It-Forward Grant were ordered and some items have been received.

Mileage expenses should be handed in at the November Board meeting. Let Matthew know if you want to be on EFT.

b)Budget: i)Cheque register was emailed to the Board. ii)Trial balance was handed out to the Board for discussion. The high hydro amount for Honey Harbour was investigated and errors were found in Vadim. The MacTier hydro line was not included when the account numbers changed in July. That was noted and added but in the meantime the MacTier hydro costs were added to the Honey Harbour budget line which has now been rectified.

- c)Committees

i.) Public Relations: The Annual Report 2016 was mailed out to the library's donors. The reports for Township Council and Managers are ready to be delivered to the Township. The Board agreed that these should be delivered now and that in February Matthew could request a delegation to the Township to discuss the Strategic Plan, 2017-2021.

ii) Friends of MacTier Library: Nothing to report

d)Strategic Plan 2017-2021: Nothing to report

e)Council Rep Report: October 10th, 2017 Council Meeting

District is assessing the potential to download a few District Roads to the Township. They include South Bay Road, South Gibson Lake Road and Go Home Lake Road. Decisions will be based on a full financial assessment.

There will be a traffic study at the corner of Hwy 400 and the Honey Harbour Road in Port Severn. We may get our first traffic light.

All the lighting in and outside the MacTier Arena will be changed to LED Lights. With all the recent renovations, including the roof, the facility should have a long life.

Council has agreed to two public Open Houses (TO and TGB) to review the consultant's Peer Review of all the Macy Bay Trailer Park reports. Anyone with information that the consultants may not have are encouraged to contact our planning staff. All the reports under review are on the TGB website.

The MacTier storm sewer replacement project has been delayed until 2018 in order to coordinate both the District and TGB work plans.

The results of an exchange program with the town of Haliburton concerning tourist "First Impressions" of MacTier, Port Severn and Honey Harbour was presented. Eight residents from Haliburton toured our 3 hamlets on their own as tourists for the first time and provided feedback on likes and dislikes. The information will be used to improve our image.

Staff will prepare a policy for Event Grants similar to our Cottage Recreation Grant Policy. \$6K will be set aside for event applications in and around our TGB.

The budget presentation to Council will take place on Tuesday, November 14th, 2017.

f)Capacity Building Grant: Nothing to report

g)Programming: The photography group is meeting on the last Wednesday of the month with about 3 members.

The documentary film, Life Off Grid was shown on Tuesday, October 17th at Baxter Ward Community Centre and 22 people attended including the two staff who ran the program. Lorna and Barbara did a trial run in the afternoon, one week before the program and everything worked well but on the night of the program the film would not load and kept buffering. We think it was due to the fact that the Internet is busier in the evening hours. The Mayor was in attendance and offered up his hotspot on his phone and a technical member of the audience was able to run the film from the laptop through the hotspot and then it played right to the end with no interruptions. Two ladies attended from MacTier and asked if this would be a monthly event. Matthew will look into the problems we had before we book another film night.

h)Health & Safety Program: Nothing to Report

i)Board/Staff/Volunteer Dinner: Ed Restemayer will say grace at the dinner. Teri and Barbara will set up at 2:30 p.m. on October 27th. There will be approximately 33 people attending.

9. New or Other Business:

i)Policy Review:

a)Workplace Discrimination, Harassment & Sexual Harassment

b)Emergency Procedures: Teri mentioned that there are some areas in the MacTier Library that are not viewed from the front desk and they include the front door and hallway, the community room and the back left corner by the DVDs and the Emergency door. Matthew will investigate this issue and report back to the Board.

Motion 17:50

To accept the following policies as presented: a)Workplace Discrimination, Harassment & Sexual Harassment b)Emergency Procedures




Chair



Vice-Chair

NOV. 16 2017

Date

As Approved: 

As Amended: _____

Motion # 17:56