



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Monday, February 26th, 2018 at the MacTier Public Library at 4:00 pm

Present: Tracey Fitchett
Kathy Kay (By Phone)
Theresa Restemayer
Linda Shannon
Susan Stokes
Trish Thornton
Diane Waters
Matthew Rankin - (CEO)

Regrets: Judy Leadbetter, Linda Sladek, & Sandi Sweeney.

MEETING:

1. **The Chairperson called the meeting to order at 4:12pm**

2. **Conflict of Interest Disclosure: None**

3. **Approve agenda**

Motion 18:12

To approve the agenda for the regular meeting as presented.

Moved by: Susan Stokes

Seconded by: Theresa Restemayer

Result: CARRIED

4. **Approve the minutes from the regular meeting on Wednesday, January 24th, 2018.**

Motion 18:13

Moved by: Theresa Restemayer

Seconded by: Susan Stokes

Result: CARRIED

5. **Delegations: None.**

6. Finance, Administration & Legal (CEO Report)

Library Branch Statistics

Honey Harbour:

- ✚ The January 2018 circulation was **485** items.

MacTier:

- ✚ The January 2018 circulation was **517** items.

Port Severn:

- ✚ The January 2018 circulation was **128** items.

Electronic Collection Stats:

- **Overdrive:**
 - **January 2018** downloads were **525** titles, with **70** users
- **RBDigital (Zinio):**
 - **January 2018** downloads was **34** items.

Budget Update

- Cheque registers from January and February handed out to the Board.
- Budget Update was handed out to the Board for discussion.

Committees

- Public Relations: **Nothing to report.**
- Friends of MacTier Library: **Nothing to report.**
- Senior Management Team: **Attended January 30th, and February 13th meetings at the Municipal Office.**

Strategic Plan 2017-2021:

- 7. **Nothing to report.**

Council Rep Report:

- **Sent to board prior to meeting.**

Programming:

- No Major Updates from February 2018, beyond regular progress of programs discussed in January Staff Programming meeting at MacTier.

Health & Safety Program:

Honey Harbour Roof and Water System Problem Update

- Tom Young and his staff at the Township are looking into temporary measures for repairing the Honey Harbour Roof leaking issue, until spring comes.
 - Specifically, they are trying to get a quote from a company to Shrink-Wrap the roof to prevent any further build-up.
 - Once the snow melts, they are looking into a “cost-effective” means of repairing the roof long-term. Although I have not been given specifics yet.

- **Water Pump Failure – February 3rd 2018.**
 - On Saturday, February 3rd 2018, Staff noticed that the water alarm at Honey Harbour went off just after their shift ended. Township staff were called in. They turned the alarm off.
 - Library Staff had also mentioned a bad smell emanating from the back kitchen earlier in the week.
 - On Monday, February 5th Township maintenance staff, and contract plumbers determined the following:
 - Bad Smell in backroom was because of a dead mouse caught in an Orkin trap, and therefore unrelated to the water issue.
 - The Water Pump for the Building’s septic system had failed, and caused the alarm to go off. The septic tank was drained, and the pump was taken by Township staff to either repair or replace.
 - Over the remainder of the week, a new pump was purchased and installed, and the water system appears to be functioning properly now.

Legislative Update:

- No Major Legislative Updates for February 2018.

Port Severn Branch Committee:

- On February 9th 2018, all available Library Board Members including members of the Port Severn Subcommittee attended a tour of Bressette House with Georgian Bay Historical Society Rep Ron Breckhill, and Mayor Larry Baird.
- This tour included an overview of the building’s structure, and current space layout
- This tour was followed by a meeting with Mayor Baird, and Township CAO Laurie Kennard in the Township Council Chambers. The meeting covered the recent difficulties, and communication problems between the Board and Township.
- As requested by the CAO, the Board needs to **pass a motion** indicating that we are interested in using the Bressette House as a possible space, and I have created a motion for that purpose.
- As mentioned during the Council Chamber meeting with the Mayor and CAO, I investigated how the Building Code requirements for the house could be potentially impacted by Library Requirements. I sent an email to Peggy Malcolm (who was involved in our accreditation), and this was her response:
 - *“The short answer to your question is that libraries fall under the general requirements of the Ontario Building Code – for doorways, washrooms and all of the other fixed pieces. The only exception is the Service Desk which falls under the AODA[...]. While the Ontario Building Code covers the fixed pieces & AODA the Service Desk, all of those other movable pieces....are not covering by regulation.*
 - *“The guidelines – which are voluntary – provide only the basic information on shelf height (60 inches for adult, 48 for junior) and for distance between the shelves (says, 36 inches minimum). So for that type of accessibility, the library just has to figure out “what is right to do” e.g. low shelves, wide aisles. When considering space, you have to think of what you need to do in the space (for example, do you need an area for processing of new books, do you need a programming room for kids story time). Figuring out the service level for this branch library will help you to sort out how much space (and what kind of space) you need”.*
- This information was passed along to Diane, Tracey, and Ron Breckhill from the Georgian Bay Historical Society.
- As this is a long-term project, The Sub-Committee and I will keep you apprised of any developments.

- Amendment to CEO Report, submitted to Board via email on February 19th 2018.

Amendment to CEO Report (Monday, February 19th 2018)

- After further considering the request from the Township to provide a motion from the Board that indicates interest in Bressette House, there are some factors the Board may wish to consider before moving forward.
- A statement via motion could set the Library on a course of action that has yet to be determined formally as an essential or reasonable direction. Specifically, there have been no formal studies outside of an engineering study, which would support a build, relocation or expansion for our library.
- It is suggested that the Board investigate further into possible studies or reports that would solidify the library's space and needs requirement before setting a motion committing the Library to this course of action. This will enable the Board to make an informed decision on the space presented by the Township. The Board need to have a clear understanding of where Port Severn branch is going, and what we need it to do before moving forward beyond what is stated in our strategic plan. For example, as stated in our strategic plan we need more programming, and with that more space allocation. Any formal assessment would prove invaluable for this. As mentioned by Peggy Malcolm of the Southern Ontario Library Service (SOLS) in her response to my original questions, we have to determine how the library space will be allocated, staff hours, and meeting general standards for AODA and the Building Code. Additionally, we need to consider future needs for physical expansion. At present, there is no definitive cost analysis of what this project may entail. Specifically, staff costs, build costs (beyond what has been budgeted by the township), maintenance/facilities cost, capital costs (ie. Shelving, circulation desk etc...which may have to meet AODA standards) and programming costs.
- Overall, Bressette House presents several great opportunities for the library, and it should not be discounted as a location for to go. The specifics of what needs to be done are slowly coming together after our meeting with the Mayor, The representative from the Georgian Bay Historical Society, and the CAO on February 9th 2018. Normally such a move would require a definitive needs study, and consultation with the public before we could commit to anything. Some examples of this are in St. Mary's Public Library, and Hanover Public Library. As a public organization, our library has to be conscious of the potential relocation cost to local taxpayers, and our reputation in the community. It is suggested that the Board should look at evidence-based approach, and that a needs assessment may be required, in order to fulfil the Library Strategic Plan.

DISCUSSION

- CEO outlined information presented in Amendment sent out to Board after original package, as well as mentioning concerns about the specifics of the proposed move.
 - Chair and Vice-Chair opened discussion to the floor.
 - Kathy Kay (Council Representative) outlined that the money allocated for Bressette House has already been Earmarked for renovations, and the Township requires an expression of interest by the Library Board before moving forward.
 - CEO and Theresa Restemayer expressed concerns about the space, and how it is being allocated.
 - Susan Stokes and Diane Waters expressed interest in the Bressette House as a space with potential, and the need for the Board to take action to ensure the money already allocated can be used.
-

Motion 18:14

To Instruct the Port Severn Sub-Committee and the CEO to investigate moving the Port Severn library Branch to the Bressette House, located at Port Severn, Ontario. Such Investigations shall include consultation with the Georgian Bay Historical Society, and Township of Georgian Bay Staff.

Moved by: Trish Thornton

Seconded by: Linda Shannon

Result: CARRIED

Branch Hours Change Proposal - Update:

- Originally, at the November 2017, and January 2018 meetings I mentioned trying to come up with changes to the current winter hours. These changes would incorporate evening hours for Honey Harbour, and MacTier, and have Port Severn open more frequently. I developed a couple of proposed Schedules that I sent to Diane and Tracey, with some discussion.
- The Hours Change itself:
 - Start Tuesday, March 20th, and run until May 28th/29th
 - HH and MT – Tuesdays, Wednesdays & Fridays: 11am to 7pm
 - PS – Now Open Thursdays – 10am to 1pm
- After speaking to a couple of other Library CEOs, and examining the hours structure of regional, and larger libraries, I have determined such a change is problematic for several reasons:
 1. Budget Impact.
 2. Lack of Staff Buy-In.
 - Break Periods now need to be considered, possibly requiring the doubling of staff for shifts.
 3. Lack of patron demand during the winter.
 4. Short Notice for Advertisements and Implementation.
- The main thrust behind this change would be the Strategic Plan. I agree that the current hours need to be changed, but it is still very challenging for the above mentioned reasons. Additionally, most of our staff are part-time, and as a result, we do not have a lot of time to coordinate their schedules in the event of a change.
 - It is important to think of this concern as well because we do not want to risk losing staff, or having to hire more staff to fill in. While this cannot be the final governing piece to hour changes, I do feel it is important to contemplate and consider this.
 - My proposal is to make these changes (or a version of them) starting fresh with the Summer Hours, as it gives me time to discuss things further with staff, and determine actual need at the moment.
- In case the Board decides in favour of a change, I have set aside a motion for this.

DISCUSSION

- Chair opened this discussion to the floor.
- CEO outlined the concerns, and issues presented by the suggested change (made original by the CEO).
- Chair, and several Board members highlighted the responsibilities of the library to meet the goals and priorities set out in the Strategic Plan. Highlighting the discussion, and need for change to support specific community members the current hours are not useful for. Specifically, families and individuals

who are unable to come into the library before 4pm (current Weekday closing time for Branches except MacTier on Wednesdays).

- A Motion was originally proposed by CEO to authorize the hours change, however Chair, and majority of Library Board deemed it unnecessary. CEO was directed to investigate changes to new Summer 2018 Hours (with a focus on evening hours), and report back to Board at March 19th 2018 Meeting with results, including projected budget impact.

OLA Conference and Accreditation

- As previously mentioned, I as CEO participated in the Ontario Library Association – Super Conference in Toronto, Ontario from January 31st to February 3rd.
- As sent to the board a couple of weeks ago, I received the Accreditation certificate for Honey Harbour and MacTier Public Libraries (Port Severn as a satellite branch is not open frequently enough to be eligible). I made a copy, and both certificates have been posted at Honey Harbour and MacTier.

***NEW* Other Operational Developments and Major Purchases in January and February**

1. Renewal of Annual Board Memberships
 - a. OLBA (Ontario Library Board Association) – 1 Year
 - b. SEGBAY – 1 Year
 - i. Originally supposed to be paid in November, however it was missed.
2. Renewal of OverDrive and Database Subscriptions with SOLS.
 - a. Both Invoices were paid out of 2017 Budget.
3. Renewal of RBDigital Subscription.
 - a. Formally Zinio E-Magazines.
4. CEO Cellphone Hardware Upgrade

Policy Review:

- Correction needed on the Human resources Policy brought before the Board at Last Month's meeting.
- In the text of the original update I wrote:
 - *The amount of public holiday pay (as required by the Employment Standards Act as of January 1st 2018) is calculated by dividing the rep. wages from the Pay Period immediately after the STAT holiday by the # of days worked.*
 - It should read "***before***" ***the STAT Holiday by the # of Days Worked.***
- To make this correction, I included a motion.

Motion 18:15

To approve changes to Statutory Holidays Policy

Moved by: Susan Stokes

Seconded by: Theresa Restemayer

Result: CARRIED

Board By-Laws Review:

- **By-Law #10: Conduct of Proceedings***
 - **By-Law #12: Motions and Voting: Format & Presentation of Motions**
 - **By-Law #14: To Regulate Committees of The Board**
 - **By-Law #15: Financial Year**
 - **By-Law #16: Signing Officer of The Board**
 - **By-Law #17: Bank Accounts**
 - **By-Law #18: Reimbursement of Expenses**
-

Motion 18:N/A

By-Law #10: Conduct of Proceedings

Note: Kathy Kay, asked that this motion be deferred due to questions about the role of the Council rep. within the Board, needing clarification about this By-Law from the Southern Ontario Library Service (SOLS). Chair and Board allowed deferral, motion was not brought forward, and CEO will investigate. CEO will contact SOLS representative Peggy Malcolm. Although not explicitly stated in the meeting the CEO will bring this By-Law back to the table once clarification has been made (most likely during March 2018 meeting).

Moved by: N/A

Seconded by: N/A

Result: DEFERRED

Motion 18:16

By-Law #12: Motions and Voting: Format & Presentation of Motions

Moved by: Linda Shannon

Seconded by: Theresa Restemayer

Result: CARRIED

Motion 18:17

By-Law #14: To Regulate Committees of The Board

Moved by: Trish Thornton

Seconded by: Linda Shannon

Result: CARRIED

Motion 18:18

By-Law #15: Financial Year

Moved by: Linda Shannon

Seconded by: Trish Thornton

Result: CARRIED

Motion 18:19

By-Law #16: Signing Officer of The Board

Moved by: Trish Thornton

Seconded by: Linda Shannon

Result: CARRIED

Motion 18:20

By-Law #17: Bank Accounts

Moved by: Linda Shannon

Seconded by: Trish Thornton

Result: CARRIED

Motion 18:21

By-Law #18: Reimbursement of Expenses

Moved by: Trish Thornton

Seconded by: Linda Shannon

Result: CARRIED

Motion 18:22

Adjournment Motion for February 26th 2018 Board Meeting at 5:39pm

Note: Chair altered of motion title to “*Adjourn the Meeting for February 26th Board Meeting*”.

Note: Next Meeting is Monday, March 19th 2018 at MacTier @ 4pm.

Moved by: Theresa Restemayer

Seconded by: Trish Thornton

Result: CARRIED



Chair



Vice-Chair

MARCH 19th 2018

Date

As Approved: ✓

As Amended: ✓

Motion # 18: 26

