



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD
C/O Box 220, Honey Harbour, ON P0E 1E0

Minutes

For the regular meeting on Thursday, April 19th, 2018 at the Honey Harbour Public Library at 7:00 pm

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

Regrets: Judy Leadbetter, and Linda Shannon

MEETING:

- 1. The Chairperson called the meeting to order at 7:02pm**
 - 2. Conflict of Interest Disclosure: None**
-

- 3. Approve agenda**

Motion 18:42

Approve Agenda for April 19th Board Meeting

Moved by: Linda Sladek

Seconded by: Sandi Sweeney

Result: Carried

- 4. Approve Minutes**

Motion 18:43

Approve Minutes from the regular meeting on Monday, March 19th, 2018.

Moved by: Linda Sladek

Seconded by: Theresa Restemayer

Result: Carried

-
5. Delegations: **None.**
 6. Finance, Administration & Legal (CEO Report)

Finance, Administration & Legal

LIBRARY BRANCH STATISTICS

Honey Harbour:

- ✚ The March 2018 circulation was **424** items.

MacTier:

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

Port Severn:

- ✚ The March 2018 circulation was **97** items.

Electronic Collection Stats:

- **Overdrive:**
March 2018 downloads **442** items, with **66** users.
- **RBDigital (Zinio):**
March 2018 downloads was **24** items with **0** New Users.

DISCUSSION:

- The CEO noted to Board that the number of users for this services has steadily declined since 2016. In March for example, the RBDigital system only 24 Downloads, with 0 new users. Compare this to March 2017 with 40 downloads, and March 2016 with 80 downloads.
- This decline is in stark contrast to the library's OverDrive subscription which has been steadily increasing in usage, and in-person circulation with has varied over the last two years.
- The CEO mentioned that he will monitor the service, since the yearly renewal is fairly expensive (around \$1,400.00 CDN), and may have to consider cheaper alternatives.

BUDGET UPDATE

- Cheque registers from April were handed out to the Board.
- Budget Update (included YTD) was handed out to the Board for discussion.

COMMITTEES

- Public Relations: **Nothing to report.**
 - Friends of MacTier Library:
 - a. Friends of MacTier Public Library provided the \$100.00 grant to help support the MacTier Seed Library.
 - Seed Library was launched at all three branches starting the first week of April.
- Discussion:

- Library CEO also noted that the SEGBAY Chamber of Commerce provided their annual \$100.00 donation to support the July 12th – Wildlife Murder Mystery Program provided by GBBR.
- Senior Management Team: **Nothing to report.**

STRATEGIC PLAN 2017-2021

- 7. **Nothing to report.**

COUNCIL REP REPORT

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

PROGRAMMING

1) Baby Time, and Preschool Storytime (MacTier)

- Nadine and Mandy are running these programs at MacTier Every Wednesday, starting from April 13th to May 18th. Starting at 10:15am to 10:45am (Baby Time) 11:00am (Preschool Storytime/Opening).
- Each program is aimed at a specific age group:
 - **Baby Time** – Children Ages 0 to 24 Months.
 - **Preschool Storytime** – Children Ages 2 to 4 Years.
- Both programs will encompass a story, activities, and games.

2) Georgian Bay Biosphere Reserve – Adult Gardening Program (Honey Harbour/Port Severn)

- May 8th 2018 – 7pm
- Program will cover the basics of gardening, and will be aimed at adults.

Discussion:

- a.i.1. Board Chair mentioned that this program can be an event where a voluntary donation box could be collected to cover expenses. This was discussed during the February 2018 meeting.
- a.i.2. Library CEO acknowledged this need, but mentioned that this specific event is the first we are trying, and there is a need to ensure that the program is paid for up-front. Future programs will include the donation box, however.

3) Film Nights (Honey Harbour/Port Severn)

- Showing Documentary and Independent Films at Baxter Ward Community Centre, and MacTier Memorial Community Arena.
- Based on the good showing during the October 2017 Film night I was hoping to continue the film nights Barbara and Lorna started.
 - Dates have already been booked:
 - May 22nd – 7pm
 - Film: *Hunt for the Wilderpeople*
 - June 12th - 7 pm
 - July 10th - 7 pm
 - August 14th - 7 pm
 - September 11th - 7 pm
 - October 16th - 7 pm

Discussion:

- a.i.3. CEO mentioned that the dates listed in this section, are not set in stone. The May 22nd film, for example, may be pushed back until June 12th if staff members have too many programs on the go. The July and August film nights may be exclusively MacTier-based given a possible lack of Adult Programming in the Summer.
- a.i.4. The idea behind the film nights is to provide supplemental adult programming in the late Spring, Summer, and Early Fall Months.
- a.i.5. Since the purchase of the Projector Screen, using the ILDS Provincial Grant, films can happen at HH, MT, Baxter Ward, or the MacTier Memorial Community Arena.

4) Proposed STEM Programs (MacTier)

- Penny Middleton is a retired vice-principal with the Peel District School Board.
- She is interested in providing a program for children regarding STEM topics (coding, building, robotics, etc.) at MacTier Library.
 - She will be providing her own supplies, but will be charging for the program, and will be paying us for the room rental.
- I have scheduled a meeting with her on April 25th to further discuss her plans, and what she needs from us.

5) Community Outreach – Brent Baker

- I contacted Brent Baker, the community outreach worker is based out of the Baxter Ward Community Centre, to ask about possible collaboration, and greater communication between him, and the Library.

Discussion:

- a.i.1. Library CEO was informed that Brent was engaging in programming similar to the library's, and that where our interests meet, we can help each other promote, and collaborate on programs.

HEALTH & SAFETY PROGRAM

1) Honey Harbour Branch Ceiling Roof Update

- Brad Sokach was in at Honey Harbour Branch on April 4th to examine the ceiling at Honey Harbour. The Township is sending out RFPs for the repairs, given the amount of moisture and damage present. The proposed plan is to install a slanted roof to prevent water from pooling and leaking down. As mentioned previously, there are some concerns about what will happen if the wall is opened up. Depending on how long the repairs take, this could impact programming at Honey Harbour.
- There was a slight problem, as the Township could not find the original plans and architectural drawings of the 1992 extension for the Honey Harbour Building (includes Community Room). I was able to find them being stored in the backroom beside my office. The plans were then sent to the Municipal Office on April 11th, the originals will remain in the Township inventory, and I have received scanned copies in return.
- As the repairs start, I will keep the Board apprised of any updates.

Discussion:

- a.i.2. In-between writing, and sending out the original CEO report, the Early Spring Snow/Ice Storm occurred. Snow once again began to accumulate on the Honey Harbour Branch extension roof. As usual, once temperatures began to rise, the snow melted, and caused a massive leak in the entrance hallway in HH.
- a.i.3. Although as explained the RFPs and project has started, the progress has been somewhat slower than expected. Larry Fallon, the township employee responsible for

cleaning the Branch, has noted the damage to the CEO, and spoke to Brad about the increased problems.

2) **MacTier Ceiling Repair Update**

- The contractor completed the necessary work on April 10th 2018.
- Trim was installed along the edges of the ceiling.

LEGISLATIVE UPDATE

NEW - April 1st Updates to Employment Standards Act

- As of April 1st 2018, the ESA has several amendments implemented as part of the changes to the March 8th version of the Act. Changes that impact us include:
 - **Part XII – Equal Pay for Equal Work**
 - 42.1 (1) No employer shall pay an employee at a rate of pay less than the rate paid to another employee of the employer because of a difference in employment status when,
 - (a) they perform substantially the same kind of work in the same establishment;
 - (b) their performance requires substantially the same skill, effort and responsibility; and
 - (c) their work is performed under similar working conditions. 2017, c. 22, Sched. 1, s. 27.
 - **Exception**
 - (2) Subsection (1) does not apply when the difference in the rate of pay is made on the basis of,
 - (a) a seniority system;
 - (b) a merit system;
 - (c) a system that measures earnings by quantity or quality of production; or
 - (d) any other factor other than sex or employment status. 2017, c. 22, Sched. 1, s. 27.
 - **Reduction prohibited**
 - (3) No employer shall reduce the rate of pay of an employee in order to comply with subsection (1). 2017, c. 22, Sched. 1, s. 27.
 - **Deemed wages**
 - (5) If an employment standards officer finds that an employer has contravened subsection (1), the officer may determine the amount owing to an employee as a result of the contravention and that amount shall be deemed to be unpaid wages for that employee. 2017, c. 22, Sched. 1, s. 27.
 - **Written response**
 - (6) An employee who believes that their rate of pay does not comply with subsection (1) may request a review of their rate of pay from the employee's employer, and the employer shall, adjust the employee's pay accordingly; or
 - If the employer disagrees with the employee's belief, provide a written response to the employee setting out the reasons for the disagreement. 2017, c. 22, Sched. 1, s. 27.
 -

TRAINING, AND PROFESSIONAL DEVELOPMENT

- Nothing new to report.

PORT SEVERN BRANCH COMMITTEE

Weeding Progress

- Lorna is currently in the process of weeding the collection at Port Severn, and I will keep the Board updated about any major developments, or problems.
- Although developments (see below) relating to the Bressette House, have altered our plans for how much of the collection we will be moving.

SEGBAY Lease Update

- On March 26th, I sent an email to Laurie Kennard requesting information regarding the Bressette House, and SEGBAY's lease, based on a question from Vice-Chair Tracey Fitchett.
 - SEGBAY still occupies the top floor of the Bressette House, and places a limitation on space once we are inside.
- On March 27th Laurie sent back this reply, apologizing for the confusion: *"Their lease renews annually unless either party gives notice 60 days prior to the end of the calendar year. I apologize if Brad misunderstood what space might be available for the Library but Council has never discussed terminating the lease with the Chamber."*
- As Diane has mentioned, this was an aspect that was never discussed during the original two motions we presented to council, and caused a couple of issues:
 - Limits Interior Expansion, and storage space.
 - Possible limitations on external expansion if the building is declared historical, although I still need to investigate this.

Discussion:

- Board Chair mentioned several of the conversations she has been having with the Township regarding the potential security issues inherent with Bressette House, and other concerns that have developed regarding the SEGBAY lease issue.
- The Chair, and CEO explained that there is a April 30th deadline requirement by the Township for an official motion indicating interest in the House. Once such motion (18:27) was passed, but the amendments made, as well as the revelations of the SEGBAY lease, rendered it unusable. The Board Chair explained that she, and the Vice-Chair spoke with representatives of the Georgian Historical Society, and SEGBAY, and will be attending the May 3rd meeting to discuss solutions to the current problems. There is discussion of all three organizations (Board, SEGBAY, and Historical Society) making a joint statement to Township Council, proposing a solution, and alternative for the current organization of Bressette House.
- CEO reiterated the April 30th deadline, and for due diligence purposes, provided a revised Motion of Interest in Bressette House by the Board for possible vote. The Board however declined to vote, based on the discussion.

CAO-CEO Discussions

- During the week of April 2nd, I contacted the Township CAO, Laurie Kennard about items we need to consider for the move from CSB to Bressette House.
 - Major Items included: Public Internet, Built-in Drop-Box, the Playhouse, Public Computer, and the Wooden Playhouse.
- I am still investigating these matters.

Discussion:

- a.i. Board Member Teri Restemayer mentioned that the Wooden Playhouse is possibly property of the Township. The CEO will investigate, because there was earlier confirmation that it was purchased through a grant related to the library.

MEMORANDUM OF UNDERSTANDING:

In November 2017, Laurie Kennard the CAO for the Township of Georgian Bay sent me a **Memorandum of Understanding** draft that describes the relationship between the Township and the Library Board. Specifically it covers exactly what the responsibilities and duties of both sides are. I sent the original copy to Diane, and Tracey for review.

There were questions about some of the language, so I wanted to have an third party read over the MOU. So, I sent the document to Peggy Malcolm from SOLS for review, but due to some scheduling issues, she was not able to review the copy until last Month. This was her response:

“It is a good agreement – and covers the specific points – you might want to write an accompanying schedule with the procedure for finance – e.g. you mark a bill for an account – and deliver it weekly to township. Or payroll records should be at the township by x date at 5 pm.”

After reviewing Peggy’s suggestions, I added two Schedules (A and B) outlining the Library Board’s responsibilities with Invoice, and Payroll Submissions. This version was then submitted to Laurie and Jane for further revision.

WHAT IS AN MOU?

A **Memorandum of Understanding** is a document that formally outlines the relationship between two parties (in this case the Township, and Library Board) on a specific project, or on general operations. Technically it is not binding, but it can help clarify what parties are responsible for in a relationship.

WHY IS IT IMPORTANT?

Given the communication difficulties we have had with the Township, this agreement is an important step to clearly identifying what we (The Board), and The Township do, and what we can expect from each other. It formally records existing practices/duties, and how or when they are supposed to be carried out. The MOU gives both parties something to point to, if the other is not living up to its responsibilities. After our discussion, I have included a Motion for passage to accept this agreement on behalf of the Library Board.

Motion 18:44

The Township of Georgian Bay Public Library Board, formally accepts the Memorandum of Understanding proposed by Georgian Bay Township

Note: Board Chair suggested one alternation to the language on page 2. The term “a maximum of” was removed before motion vote, since the Public Libraries Act does not make reference to a possible maximum of possible Board Members, only a minimum of 5 in Section 9(1).

Moved by: Trish Thornton

Seconded by: Susan Stokes

Result: CARRIED

BOARD BY-LAWS REVIEW:

By-Law #11 – Rules of Debate

- So despite my announcement last month, there was one By-Law we neglected to review #11 – Rules of Debate. As with most By-Laws this one only has cosmetic changes to it.
-

Motion 18:45

Approve Changes to Board By-Law #11 – Rules of Debate

Note: As explained by the Library CEO to the Board, there were no changes to language, only stylistic changes.

Moved by: Susan Stokes

Seconded by: Trish Thornton

Result: CARRIED

LSC/OLS- NORTH OFFER

In February, Diane, and I were given packages relating to a new proposal from our consortium *Ontario Library Services North (OLS-North)* where they had recently entered into an agreement with the company *Library Services Centre (LSC)* regarding purchasing of materials.

This initiative is called CARI (Collections and Acquisitions Resource Initiative (CARI). Its stated purpose is to “*To Facilitate quick and easy purchasing of titles and to provide libraries with more substantial discounts by combining the purchasing power of participating libraries.*” Using Lists and Tools provided by vendors, materials are ordered and arrive shelf-ready. One major benefit is the automatic creation of MARC21 Records. MARC (**M**achine **R**eadable **C**atalogue) Records are added directly to our Integrated Library System (ILS) for our catalogue.

PROS

- Potentially lower purchasing costs.
- Alleviates burden on Jody, and Mandy (Staff-members trained in records creation). Covers us in the event they are unavailable for an extended period.
- Could Provide Better Collection Development Practices, and consistent service.

CONS

- **Level of Commitment required.**
 - I am still investigating the agreement we would have to sign with OLS-North.
 - I also need to confirm any requirements from our agreement with Whitehots.
- **Past Issues with Records**
 - Based on experiences, and conversations I had with the Technical Clerk (Main Cataloguer) at Essa Public Library, LSC records can sometimes be inaccurate (or wrong), and still require our staff members to correct it.
 - Alternatively, OLS-North (JASI) will be overseeing records, so it may minimize potential errors, and review time.

OTHER CONSIDERATIONS

- Currently we order most of our books through Whitehots, which is based out of Aurora, ON.

- Presently, I do not have any issues with Whitehots beyond the fact that they have a smaller catalogue. Sometimes they will not have needed books available in their system, requiring me to order from other sources such as Indigo.ca or Amazon.ca.
 - Current Benefits:
 - Breakdown invoicing costs by Branch.
 - Provides warning reports for possible duplicates.
 - Responsive staff.
- **Alternative - LibraryBound Inc.**
 - Is another alternative vendor to Whitehots, they are used by Midland Public Library, and I was able to speak with a representative on April 5th, and was able to test use their new website (still in beta).
 - They are based out of Waterloo, Ontario.
 - Similar to Whitehots, but has much larger catalogue, and provides the same services as Whitehots, as well as allowing for DVD/Blu-ray pre-ordering.
- This is not something that is pressing for 2018, but it we should keep it in mind for 2019.

BOARD SUCCESSION PLANNING

- The Ontario Municipal Election is happening on Monday, October 22nd 2018.
 - This ends of term for all Municipal Councils, in power since 2014.
 - Since the Board's term limits expire after December 31st 2018, we need to start thinking about the succession process.
 - Who is planning to return (at this moment)? And who is not?
- SOLS Board Appointment and Succession gives an outline of the process.

Other Operational Developments and Major Purchases in April 2018

- Nothing to Report.

7. New or Other Business:

- a.i. Discussion and Approval of 2017 Township of Georgian Bay Public Library Board – Draft Financial Statements.

Discussion:

- a.i.1. As explained through email to the Board, the Draft Financial Statements were submitted to me by the Township Treasurer prior to the Board Meeting. A motion is required by the Auditors, as an official acceptance by the Board of these statements. Once passed, the CEO will scan and email the motion to the Treasurer, who will then forward them to the Auditors.

Motion 18:46

Approve 2017 – Draft Township of Georgian Bay Library Board – Financial Statements

Moved by: Trish Thornton

Seconded by: Linda Sladek

Result: CARRIED

8. Adjournment

Motion 18:47

Adjournment Motion for March 19th 2018 Board Meeting at 8:03pm

Note: The Next board meeting is on Thursday, May 17th 2018 at MacTier Branch at 7:00pm.

Moved by: Sandi Sweeney

Seconded by: Trish Thornton

Result: CARRIED



Chair



Vice-Chair

May 10th 2018
Date

As Approved: _____

As Amended: _____

Motion # 18:50