



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

Minutes

For the regular meeting on Tuesday, August 6th, 2019 at the Honey Harbour Public Library at 5:00 p.m.

Present: Susan Stokes
Caroline Axiak
Stephen Jarvis
Bonnie Blanchard
Maureen Cooper
Tracey Fitchett (CEO)
Susan McGibbon (by phone)
Margaret Cameron (by phone)

MEETING:

1. The meeting was called to order at 5:02 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval
Motion 19:47
To approve the agenda for the regular meeting of August 6th, 2019, as presented.

Moved by: Maureen Cooper
Seconded by: Caroline Axiak
Results: Carried
4. Approve the minutes from the regular meeting on July 9th, 2019
Motion 19:48
To approve the minutes of the regular meeting on July 9th, 2019 as presented

Moved by: Caroline Axiak
Seconded by: Stephen Jarvis
Results: Carried
5. Delegations – None
6. Finance, Administration & Legal:
 - a) **CEO Report**
- The CEO report was distributed prior to the meeting. It was suggested that Tracey contact the various cottage associations to see if we can promote our summer programs through them. Perhaps pairing with them to be able to offer programming to the day campers once per month. Tracey will work on this and see what we can offer.

There was a discussion about looking into other groups, organizations, museums, etc that offer

programs. See if they will come to the library to do presentations or run a program. Examples are Muskoka Steamship Discovery Centre, Watershed Council, Georgian Bay Biosphere for a few. Susan McGibbon offered to do an audit to see what programs are available in our area including ones that are near MacTier.

We are going to be offering a 'Raspberry Pie' (mini computer) workshop shortly in Honey Harbour. The date has not been set yet. We will be have a demo put into the MacTier branch and offer a workshop there as well.

b) Financial Update:

- The cheque register was circulated and questions were answered.

c) Council Rep Report

- Nothing has happened with the HH waterfront development advisory group in the past month. Parks Canada has not committed the funding yet to the project. The group did meet once to discuss hosting an information session to let people know what to expect and a potential timeline but no dates are scheduled as of yet.

d) Honey Harbour Branch Move Update

Nothing to report

7. New or Other Business:

a) Financial Audit Review

A copy of the audit and of our account numbers was distributed to the board. Tracey went over a few of the details of the audit with reference to our account numbers and how they are consolidated on the audit report. If there are specific questions about the audit, Tracey will Jane, from the Township, come in to explain them if she is unable to.

The members will go over the report, in detail, on their own and we will talk about it at our next meeting.

b) 2020 Budget

A preliminary budget for 2020 was distributed and reviewed. There were several questions about the a few of the line items but overall, there will not be much change from 2019.

Questions were raised about our reserve accounts. Tracey will speak to Lynn from the to see if the Township can take back any of the surplus money if it is not spent. The Public Libraries Act does not have a policy about the maximum or minimum amounts that can be kept in a reserve account.

Motion 19:49

To accept the preliminary 2020 budget as presented.

Moved by: Maureen Cooper

Seconded by: Caroline Axiak

Results: Carried

c) Agenda Structure

Previously, the board inquired about changing the structure of our agenda in order to be able to utilize the skills and knowledge of the board members further to help promote and

improve our libraries.

Tracey provided several samples of agendas from other Municipalities that show a very similar structure to ours. We also have by-law #19- To Regulate the Order of Business that specifies the layout that our agenda.

The skills, knowledge and experience of the individual board members can be used in forming specific committees based on the needs of our Strategic Plan. Committee members do not have to be on the board in order to be a member. The committee must be chaired by a board member though and he or she will bring the committee's recommendations to the board.

d) Staff Appreciation Dinner

After consulting with the individual staff members, the board has decided to change the format of the appreciation dinner this year. It will be a BBQ and Bonnie will be hosting it at her cottage on Georgian Bay. The staff and volunteers who are invited, plus their significant other, will be picked up by boat in Honey Harbour by board members that have boats. They will be shuttled to and from the social. It will be held on Saturday, Sept. 21st, 4 pm to 7 pm. In case of rain, it will be held the following day, Sept 22nd from 1 pm to 3 pm.

The meat will be provided. The staff will be asked to bring a salad, appetizer or dessert. Tracey will find out if there are any food allergies or sensitivities or special dietary requirements from the attendees.

8. **Closed Session- None**

9. **Adjournment**

Motion 19:50

To adjourn the regular meeting of Tuesday, August 6th, 2019 at 6:35 p.m.

Moved by: Caroline Axiak

Seconded by: Maureen Cooper

Results: Carried

Next meeting will held on Tuesday, September 10th, 2019 at 5:00 p.m. at the Baxter Ward Community Centre.


Chair

As Presented:


CEO

As Amended:

Date: Sept. 10/19