



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Wednesday, January 24th, 2018 at the MacTier Public Library at 6:00 p.m.

Present: Tracey Fitchett
Judy Leadbetter
Teri Restemayer
Linda Shannon
Linda Sladek
Sandi Sweeney
Trish Thornton
Diane Waters
Matthew Rankin, (CEO)

Regrets: Kathy Kay, Larry Braid (Substitute for Kathy Kay), and Susan Stokes

MEETING:

1. The Chairperson called the meeting to order at 5:45pm.

2. Conflict of Interest Disclosure:
a) Note: None Stated

3. Approve agenda

Motion 18:01

To approve the agenda for the regular meeting as presented.

Moved by: Trish Thornton

Seconded by: Linda Shannon

Result: Carried

4. Approve the minutes from the regular meeting on Thursday, November 16th, 2017.

Motion 18:02

To approve the minutes from the regular meeting of Thursday, November 16th, 2017 as presented.

Note: Once approved, the minutes will be submitted to Deb Barkley for posting on Library Website

Moved by: Linda Shannon

Seconded by: Trish Thornton

Result: Carried

5. Delegations: **Georgian Bay Historical Society – Ron Breckbill**

6. Finance, Administration & Legal (CEO Report)

a) Library Branch Statistics

Total Circulation for 2017: (Combined) 25,339 items

NOTE: Correction made to original CEO report, as total circulation number did not include OverDrive, and RBDigital usage, as well as including errors for MacTier and Port Severn totals.

NOTE: Starting from February 2018 Meeting onward, the CEO Report will be produced as a separate document from the Agenda to prevent confusion, and help clean-up the overall look of the report.

Honey Harbour:

↓ Branch Circulation:

- The November circulation was **538** items.
- The December circulation was **300** items.
- 2017 Total Branch Circulation was **9628** items.

MacTier:

↓ Branch Circulation:

- The November circulation was **337** items.
- The December circulation was **668** items.
- 2017 Total Branch Circulation was **7800** items.

↓ Mandy Near had her 6 month review.

Port Severn:

↓ Branch Circulation:

- The November circulation was **137** items with **91** people visiting the library.
- The December circulation was **111** items with **78** people visiting the library.
- 2017 Total Branch Circulation was **2741** items.

Operations Overview:

- Library Survey Week occurred on November 19th to 25th.
 - Necessary for the Public Library Operating Grant (PLOG)/Pay Equity which is provided to public libraries by the Provincial Government.
 - Application for the statistical part of the grant will occur in February 2018.
 - CEO is responsible for submitting this report.
- The Overdrive and E-Magazines downloads:
 - **November** downloads were **486** titles, with **64** users, and there were **26** magazines downloads through *RBDigital*.
 - **December** downloads were **428** titles, with **63** users, and there were **17** magazines downloads through *RBDigital*.

- CEO noted small discrepancy between Overdrive Official report, and running month-by-month tally from 2017 of **8 items**.
- CEO attended the **November 27th** and **January 16th** Senior Management Team (SMT) meeting at *Georgian Bay Municipal Office*.
- The library passed the **Accreditation** vote held by *Ontario Public Library Guidelines Monitoring and Accreditation Council* on **November 28th 2017**.
 - CEO will receive certificate during awards ceremony at OLA Super Conference on **February 1st 2018**.
- Library Clerk - Jody Bressette processed the remainder of the Tactile Toys and Books from the *Pay-It-Forward Muskoka Grant*. The report was submitted in January 2018.
 - Previous CEO report for November meeting indicated that the grant report was to be submitted by November 30th 2017, however I communicated with the grant organization, and they mentioned the report and receipts can be submitted no later than January 31st 2018.
 - Overall we spent \$2,162.28 (\$1,700.00 from the Grant and \$462.28 from the Purchasing Account).
 - Originally, the proposal was only \$2,000.00, but we spent an additional amount on books.
 - *How the Collection will work*:
 - Split into two sub-collections – Books and Aids.
 - Books are already available for active lending to the public.
 - Aids are for in-library use only at the moment.
 - Aids are further divided into Sensory Kits and Single Items.
 - **Sensory Kits** are plastic containers with all of the smaller sensory items that well could not process as individual item (due to awkward shapes and sizes).
 - **Single Items** include Puzzles, which will always remain in the library, and not be lent out.
 - We want to launch the collection first publicly, and then determine usage. See Programming section for details.

b) Budget Update:

- Cheque registers from November, December, and January handled to the Board.
- Budget Update was handed out to the Board for discussion.
 - CEO provided print out for 2017 total, and January 2018 snapshot.
 - After viewing the final totals for 2017, Board Chair Diane Waters expressed interest in getting money transferred from Reserve Accounts.

c) Committees:

- Public Relations: **Nothing to report.**
- Friends of MacTier Library:
 - CEO had an introductory meeting with Friends of MacTier Group on Wednesday, January 17th 2018.

d) Strategic Plan 2017-2021:

- **Goals for 2018**
 - Implementation of Job Description Changes.
 - To Increase Library Hours and Programming.
 - See Section m) of CEO report for rough hours proposal.

e) Council Rep Report: **Sent to board prior to meeting.**

f) Programming:

- On Thursday, January 11th 2018, library staff held a programming meeting to discuss the upcoming summer 2018 program schedule.
 - **MacTier Friday Afternoon Program completion and report.**
 - Program ran from November 19th to December 19th 2017 at MacTier every Friday from 1:30pm to 4:00pm, by Shirley Cunningham of the Bracebridge Alternate Education and Training Centre (BAETC).
 - Overall result was very successful, with 20 people attending over the 4-5 week period.
 - Accomplishments:
 - Email Basics
 - MS Word Basics
 - Internet Basics
 - Cell Phone Use
 - Staff also maintained a wait list of about 3 people, so there is a clear demand for the program.
 - The school board has not stated whether they are planning to continue with the program in 2018, but I will be in contact with Shirley's Principal on the matter. *Shirley however is no longer involved in the program, according to MacTier Library Staff.*
 - **TD-Canada Trust Summer Reading Program.**
 - CEO applied or is applying to the two following Federal Grants to provide support (i.e. summer student) for this program:
 - **Young Canada Works – Federal Grant**
 - **Summer Jobs Grant – Federal Grant**
 - This is one of the largest program the library runs during the year, and requires a lot of staff hours, and effort to run properly.
 - **Baby-Time and Toddler programs at MacTier on Friday Mornings.**
 - Mandy Near has a plan to start a baby-time program for children ages 0-3 years. On Friday Mornings from 9:15am.

- Nadine Triemstra will be running the annual Young Children’s Program at 9:30am.

g) Health & Safety Program:

- Flat Roof issue at Honey Harbour Branch.
 - Previously mentioned, and addressed by CEO Barbara Swyers. Top floor of the building where the HH branch is housed is occupied by the ReMax Office, except for the far-side where the main entrance and community room is located. Since the roof is flat, water has a tendency to pool, and seep down into the ceiling.
 - On November 18th, on-duty clerk at HH noticed that water was leaking down beside an active light fixture. The clerk contacted me, and we in-turn contacted the Property Maintenance Staff at the Township. The Township staff created a temporary fix for the issue, with plans and budget funds to fully repair (i.e. re-seal the roof, and repair ceiling around light), however this has been an on-going issue.
 - However, in late December 2017, another spot has developed on the ceiling, which has caused water to leak into the Community Room, and warping the entry door.
 - Relevant Township Staff have been notified of change.
 - CEO discussed speaking with Township Building staff about on-going temporary repairs, and proposed cost-effective long-term repairs to the roof.

h) Policy Review:

- Statutory Holidays Policy
 - Changes to the Employment Standards Act under Bill 148, require a few changes to the existing policy, specifically the formula used to calculate Stat Holiday Pay.
 - Previously the policy required that (paraphrasing): “*staff members are entitled to all regular wages they earned in the four weeks before the work week with the public holiday divided by 20*”.
 - As of January 1st 2018, under the new legislative requirements, the formula in our policy is changed to: “*The Amount of Holiday Pay is calculated by dividing the rep. wages from the Pay Period, immediately after the STAT holiday by the # of days worked*”.

Motion 18:03

To approve changes to Statutory Holidays Policy

Moved by: Linda Shannon

Seconded by: Trish Thornton

Result: Carried

i) Board By-Law Review:

- As highlighted by Barbara before she left, the Board By-Laws need to be reviewed and updated, since they were last reviewed in 2014 and 2015.
- Board reviewed final changes that need to be made to the first 7 By-Laws listed in the books.

- CEO could not find reference to By-Laws 7, 8 and 13. In conversation prior to Meeting, Board Chair explained that once By-Laws are voted out

By-Law #1: Election of Officers

Motion 18:04

To approve changes to Board By-Law #1 – Election of Officers
Note: CEO made only cosmetic changes to By-Law.

Moved by: Sandy Sweeney

Seconded by: Linda Sladek

Result: Carried

By-Law #2: Terms of Reference for Chairperson of the Board

Motion 18:05

To approve changes to Board By-Law #2 – Terms of Reference for Chairperson of the Board
Note: Terms of Office changed from 1 year to 2 years, based on prior discussion with Board Members, and practical aspects of the Board.

Moved by: Linda Sladek

Seconded by: Sandi Sweeney

Result: Carried

By-Law #3: Terms of Reference for Vice-Chairperson of the Board

Motion 18:06

To approve changes to Board By-Law #3 – Terms of Reference for Vice-Chairperson of the Board
Note: As with By-Law #2 Terms of Office changed from 1 year to 2 years, based on prior discussion with Board Members, and practical aspects of the Board.

Moved by: Sandi Sweeney

Seconded by: Linda Sladek

Result: Carried

By-Law #4: Meetings of the Board

Motion 18:07

To approve changes to Board By-Law #4 – Meetings of the Board
Note: CEO only made cosmetic changes to this By-Law.

Moved by: Teri Restemayer

Seconded by: Trish Thornton

Result: Carried

By-Law #5: Attendance at Meetings

Motion 18:08

To approve changes to Board By-Law #5 – Attendance at Meetings

Note: CEO made changes, in-discussion with Board Chair, to add the term Video Call to final paragraph.

Moved by: Linda Sladek

Seconded by: Sandi Sweeney

Result: Carried

By-Law #6: Secretary-Treasurer of the Board

Motion 18:09

To approve changes to Board By-Law #6 – Secretary-Treasurer of the Board

Note: CEO made minor cosmetic change to By-Law in italicizing Legislation Quotes.

Moved by: Linda Shannon

Seconded by: Judy Leadbetter

Result: Carried

By-Law #9: Order of Proceedings

Motion 18:10

To approve changes to Board By-Law #9 – Order of Proceedings

Note: CEO made cosmetic changes only to By-Law.

Moved by: Teri Restemayer

Seconded by: Judy Leadbetter

Result: Carried

j) Legislative Update

- Bill 148 *A plan for fair workplaces and better jobs Act*, was passed into law, and receive royal ascent in December 2017.
- **Overview of the Bill**
- This act makes several significant changes to the *Employment Standards Act*, including increasing the minimum wage, changes to several categories of employment leave, and an increase to Vacation pay for some categories of employees.
- How does it impact the Library?
 - Vacation pay increase from 4% to 6% for Employees who have worked uninterrupted for 5 years or more.
 - We have 4 clerks at the library who fall under this category, as of January 1st, and a 5th clerk joining them as of May 10th 2018. After discussing the

issue with Diane Waters, I recalculated the vacation pay (formula: (Gross Pay x STAT pay)*0.06).

- I then calculated the difference between the two amounts of vacation pay for a difference of \$961.36 (as of Jan 1st), with an increase to \$1,170.21 (\$961.36 + \$208.85) on May 10th.
- Diane noticed that on the budget proposal, the CEO position has an allocated amount of \$1897.37 for Vacation pay, when my new version of the position is now salaried, and already has 15 days of paid vacation.
- She mentioned that the money can be transferred from this amount to pay for the cost of the increase.
- The remaining amount should be \$727.16.
- Regardless, these changes need to be factored in for the 2019-2020 budget proposal.
- Statutory Holiday formula also changed.

k) Port Severn Branch Sub-Committee Meeting

- In December, Lorna Cramp (Library Clerk) was invited to join the committee given her experience with the establishment of the Branch as part of the original committee for Port Severn, but also being the primary staff member for the branch.
- Sub-Committee met on: January 5th, and January 24th, prior to Board meeting.

l) Webcam Update

- NEST WIFI Webcam was purchased, and I have sent it to MacTier.
- Currently, I am working on the Video Surveillance Policy for the Library.
 - MacTier already has some functioning external cameras, as confirmed by Chris Donovan, and MacTier Staff.

m) Branch Hours Change Proposal – Update:

- The current model I am working on will have Honey Harbour and MacTier Branches open on Tuesdays and Wednesdays until 6pm, and until 5pm on Fridays.
 - CEO will submit the updated Hours model during the February Meeting.
 - Library Staff have also raised the possibility of having Port Severn Branch open on Thursdays to have operational coverage, since all three branches during fall/winter hours are closed that day.

7. New or Other Business:

- PRESENTATION by Georgian Bay Historical Society – Ron Breckbill.
 - Ron Breckbill introduced himself, and provided background on his organization the Georgian Bay Historical Society.
 - Ron then referred to the public presentation made to Committee Of the Whole Meeting on January 9th 2018, regarding the Bressette House, and its future. Board discussion centred on understanding the history behind Bressette House, and possible co-ordination between the Library and Historical Society in looking at the site.
 - Ron mentioned being in contact with **Rob Leverty** with Ontario Historical Society about preserving the site. Ron mentioned the process of historical sites being designated or undesignated. Possibility discussed that if building is

designated historical opens up location to historical grants. Site of house also contains the David Milne Cabin, with lots on public interest in it. Particularly since the Cabin is a major project for the Historical Society at the moment.

- Ron handed out floor plans for the Bressette House presented, and space described. Examples of previous local and area refurbishment projects that we beneficial were discussed.
- Next steps discussed about possible Board or Port Severn Sub-Committee visit to Bressette Site. Discussion, and visit will likely occur before the ne

8. Adjournment:

- a. Note: The next Board meeting is on Wednesday, February 21st 2018 in the MacTier Public Library at 4pm.
 - a. Due to scheduling conflicts the Board decided to change the next meeting from Tuesday, February 20th 2018 to Wednesday, while keeping the same time and location.

Motion 18:11

To adjourn the regular meeting of January 24th 2018 at 7:30 p.m.

Moved by: Linda Sladek

Seconded by: Judy Leadbetter

Result: Carried



Chair



Vice-Chair

2018-02-26

Date

As Approved: _____

As Amended: _____

Motion # 18: 13

