



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

**Minutes**

For the regular meeting on Monday June 11<sup>th</sup>, 2018 at the Honey Harbour Public Library at 7:00 p.m.

Present: Diane Waters (Board Chair)  
Sandi Sweeney  
Linda Shannon  
Linda Sladek  
Susan Stokes  
Judy Leadbetter  
Trish Thornton (by telephone)

Regrets: Kathy Kay  
Teri Restemayer

Delegate: Tracey Fitchett (incoming CEO)

**MEETING:**

1. The Chairperson will call the meeting to order at 7:01 p.m.
2. Conflict of Interest Disclosure: **None**
3. A motion to appoint Susan Stokes as the Vice Chair was made and accepted.  
**Motion 18:56**  
To appoint Susan Stokes as Vice Chair  
**Moved by: Judy Leadbetter**  
**Seconded by: Linda Shannon**  
**Results: Carried**
4. Approve agenda  
**Motion 18:57**  
To approve the agenda of the regular meeting of June 11<sup>th</sup>, 2018  
**Moved by: Linda Shannon**  
**Seconded by: Judy Leadbetter**  
**Results: Carried**
5. Approve the minutes from the regular meeting on May 10<sup>th</sup>, 2018  
**Motion 18:58**  
To approve the minutes of the regular meeting on May 10<sup>th</sup>, 2018 as presented  
**Moved by: Linda Shannon**  
**Seconded by: Judy Leadbetter**  
**Results: Carried**

6. Approve the minutes of the special meeting of Sept. 13<sup>th</sup>, 2017.

**Motion 18:59**

To approve the minutes of the special meeting of Sept. 13<sup>th</sup>, 2017.

**Moved by: Judy Leadbetter**

**Seconded by: Linda Shannon**

**Results: Carried**

7. Tracey Fitchett was announced as incoming CEO, starting June 18<sup>th</sup>, 2018. She spoke briefly to the Board.

8. There was no acting CEO so a report was not available.

9. The Board agreed with the Township that there will be a minimum of five Board members and consist of not more than 49% Township Councillors (for voting purposes).

**Motion 18:60**

To approve the Memorandum of Understanding between the Library Board and the Township as amended to reflect the Ontario Libraries Act description of composition of the Board.

**Moved by: Judy Leadbetter**

**Seconded by: Linda Shannon**

**Result: Carried**

10. The Board agreed to accept the Bressette House as the Port Severn Library. This is with the understanding that the Bressette House will be renovated to standards and conditional on the Library able to partner with Segbay, using the 2<sup>nd</sup> floor.

**Motion 18:61**

The Township of Georgian Bay Public Library Board accepts the Bressette House as an alternative location to the existing Community Services Building for the Port Severn Library Branch. This acceptance is acknowledged with the understanding that the Township will properly renovate the Bressette House to meet the Standards of the Ontario Building Code, with input from the Board and the Library CEO. This acceptance is conditional upon the Library being able to partner with Segbay for the use of the second floor. The Library Board reserves the right to make a future request to Council to expand the Bressette House into a full library facility as growth dictates and finances allow.

**Moved by: Judy Leadbetter**

**Seconded by: Linda Shannon**

**Results: Carried**

11. Moved into a Closed Session with Tracey Fitchett leaving the room.

**Motion 18:62**

To enter into a Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel at 7:41 p.m.

**Moved by: Judy Leadbetter**

**Seconded by: Linda Shannon**

**Results: Carried**

**Motion 18:63**

To move out of the Closed Session without a report at 8:06 p.m.

**Moved by: Judy Leadbetter**  
**Seconded by: Linda Shannon**  
**Results: Carried**

12. It was announced that there was to be a Film Night on June 12<sup>th</sup> at the Baxter Ward Community Centre starting at 7 p.m. This is hosted by the Library and Tracey will be looking after it.

13. Adjournment

**Motion 18:64**

To adjourn the regular meeting of June 11<sup>th</sup>, 2018 at 8:09 p.m.

**Moved by: Linda Shannon**  
**Seconded by: Judy Leadbetter**  
**Results: Carried**



Chair



Vice-Chair

Aug 28/18  
Date

As Approved:

As Amended: \_\_\_\_\_

Motion # 18: 65

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Good evening

As we have a former Board member as our new CEO, I wanted to address any perception of potential conflict of interest. First of all you have my assurance as the Board chair that the Board in all its dealings with the CEO search has acted only in the best interests of the library and took any necessary steps to ensure that any conflict of interest issues did not arise.

During the search process last fall, Tracey took a leave of absence from the Board as soon as she decided that she was going to apply for the CEO position. The entire search process occurred between the August and September regular Board meetings. During her leave she received no Board correspondence nor was she notified or involved in anyway in the special Board meeting of September 13 when the search committee arranged for Matthew to be interviewed by the rest of the Board and the Board voted to make an offer of employment to Matthew. It should be noted that only the search committee members knew that Tracey had applied for the position.

When Tracey learned that she was not the successful candidate and approached me about ending her leave of absence and returning to the Board, I agreed but subject to the following conditions: 1) Tracey was to have absolutely no involvement with the CEO review process or any discussions on personnel matters regarding Matthew and 2) If Matthew was to find out that Tracey had been candidate for the CEO position (albeit an unsuccessful candidate against him) and if Matthew felt in anyway uncomfortable about that then I would ask Tracey to resign from the board. Tracey absolutely without question understood and agreed to these conditions. During Matthew's entire employment Tracey has fulfilled these conditions and I don't believe that Matthew ever learned that Tracey was a candidate in the original job search.

In a special closed Board meeting of which Tracey was not only not invited to attend but did not even know was happening, with Matthew's departure the Board decided to immediately fill the position of the CEO. The reason for such quick action was not for lack of confidence in the current library staff. In fact the Board took and continues to take comfort in the tremendous dedication and skill of our current staff. However, this is not just a regular year heading into a busy summer season. We are faced with two major strategic projects that are currently or shortly will be underway. First is the move to the Bressette House and the second more concerning one is potentially partnering with the school board to move the Honey Harbour library. The Board believes that it is vital to these projects that a CEO be

heading them up and it would not be fair to expect an already heavily burdened staff to take on these projects. Even appointing an interim or acting CEO would not have been in the best interests of the library as there was concern when discussions happen with the Township, Historical Society, School Board, SEGBAY and other various community groups that we needed to be represented by a CEO that doesn't have the handicap of being labelled as an interim or acting. We wanted our community partners to know that the CEO has the full support of the Board behind them.

As we had two highly qualified candidates other than Matthew when we conducted our CEO search last fall the Board decided to offer the position to the next most qualified candidate which was Tracey. The Board voted at that special closed meeting (that Tracey did not know about) to offer the CEO position to her, give her a week to decide and if she didn't want the position it was to be offered to the next candidate. It was only at this special closed meeting that the Board members that were not on the search committee learned the identities of the other candidates.

When Tracey was contacted and verbally consulted about the offer she immediately resigned from the Board as she wished to consider the offer. Tracey knew nothing about the special closed Board meeting until I phoned her regarding the position. Tracey accepted the offer the date she was given the formal written offer of employment.

I can assure you that the Board has worked tirelessly to make sure we have been and continue to be transparent and not allow any conflicts of interest to influence our choice of CEO. Tracey with her years of management expertise, library board experience and time spent as a Township Councilor make her the next best qualified candidate. I would add the very fact that the Board chose Matthew over Tracey in the original selection this past fall exemplifies our nonbiased approach.

I would ask each and every one of you welcome Tracey as our new CEO. She has proven dedication to the library and is very enthusiastic about assuming her position. She has already met with a few of you on her own time to get familiar, listen and learn. She told me today that she will be travelling to Sudbury on her own time prior to starting work with the library to undergo JAZI training so that she can hit the ground running.

I can appreciate Matthew's departure was a shock but know that your Board is doing all that it can in the interim to make sure that the library continues to remain a vibrant part of the community. Please if you have any questions or concerns on this or any other library matter, contact me directly either through return email, text or call. (905 572 1699). I am very excited about the upcoming summer season and in particular the exciting changes that the library has ahead.

Thanks for all you do for the library.