



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, May 10th, 2018 at the MacTier Public Library at 7:00 pm

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

Regrets: Judy Leadbetter

MEETING:

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

3. **Approve agenda**

Motion 18:48

Approve Agenda for May 10th Board Meeting

Moved by: Linda Shannon

Seconded by: Linda Sladek

Result: Carried

Special Motion Presented: Appointment of Acting Vice-Chair

Motion 18:49

To appoint Teri Restemayer at Vice Chair

GBTPL Board Vice-Chair Tracey Fitchett unable to remain for full meeting, past 8pm.

Moved by: Linda Sladek

Seconded by: Linda Shannon

Result: Carried

4. Approve Minutes

Motion 18:50

Approve Minutes from the regular meeting on Thursday, April 19th, 2018.

Moved by: Linda Sladek

Seconded by: Susan Stokes

Result: Carried

5. Delegations: None.

6. Finance, Administration & Legal (CEO Report)

****Due to time constraints the discussion and vote on the Port Severn, and Honey Branch Issues was moved earlier in the CEO Report.****

PORT SEVERN BRANCH COMMITTEE

SEGBAY/Board/Georgian Bay Historical Society Meeting

- Diane Waters read her meeting report to the Board.

- **Diane's Report:**

"Report to the Township of Georgian Bay Library Board – May 9th Meeting regarding Bressette House."

- *The Meeting was held at the Bressette House, in attendance:*

- *Diane Waters – Chair Library Board*
- *Fred Wareing – Vice President SEGBAY*
- *Roni Carli – Secretary-Treasurer SEGBAY*
- *Sara Reimer – Manager SEGBAY*
- *Ron Breckbill – President – Town*

"Diane provided an overview of the process to date regarding our potential move to the Bressette House including our understanding that any discussions with the Township and staff seemed to clearly indicate that the entire building was being offered to the Library. Ron emphasized that in any discussion he was involved with also seemed to indicate that the library was being offered the entire building. This understanding was further justified in that an earlier engineering report indicated that the top floor of the library was really unusable. If this was the case then SEGBAY of course could not be located on the top floor. It was a subsequent engineering report that found that modification could be made for the upper floor to be used. Fred and Roni both indicated that at no time has the Township communicated with SEGBAY that potentially they would need to move out either to allow library access or to allow the planned renovations to occur which are necessary to make the building safe. We discussed in detail the issues that would arise having two separate entities having access to different parts of the building. For example, if the upstairs has a door this causes a different scenario for fire safety and would cause a significant increase in costs for the Township. Both SEGBAY and the Library would need to have access to the washroom and would need

to be able to secure their access. This would require additional walls to be put up in the downstairs with result in significant reduction in usable space and increase the renovation costs. It was discussed that the library's strategic plan was to eventually have the main library branch in Port Severn and having access to the upstairs for a community meeting room would be an important step and one that is really needed to justify the Library's move to Bressette House. It was also discussed that SEGBAY required a presence in Port Severn in particular a mailing address, a place for brochures to be shipped to, a small work area for the chamber manager to work on occasion, and also a meeting room for their monthly meetings. It was also discussed that the library wishes to support SEGBAY, and as a community hub should also have information on SEGBAY at all Locations, and have the library staff educated on promoting and giving out ccontact information on the Chamber. The Library would like to update the upstairs to make it more of community room that could include displays from the historical society and SEGBAY.

In the Spirit of cooperation between the Library Board, SEGBAY, and the Historical Society, all three organizations believe we can come to a solution. While we wold need to seek legal advice before finalizing the arrangement the bare bones of the agreement would be as follows:

- *SEGBAY would retain the lease from the Township for their space in the Bressette House.*
- *SEGBAY would sublease their space to the library board in such that the Library board in such [a way] that the library would have complete access to the entire house. The library would agree to provide a small work space for the manager to use from time-to-time, and the library would not need to be open for the manager to use the space. The manager or Chamber members when using the library would agree that the doors be locked and public access would not be permitted unless the library was open or a staff member or appointee is present to ensure the security of the library assets. SEGBAY would continue to have a mailing address and presence in Port Severn. Ron believes that the historical society would be in favour of this arrangement as it works the best to maintain the original layout of the building.*

NEXT STEPS:

- *Diane indicated that she would take this potential solution to the Library Board for Considering.*
- *A meeting needs to be set up either in late May or early June with all three organizations so that the details and legal issues can be resolved."*

Discussion:

- Teri Restemeyer raised concerns about the use of the upstairs for use by the library. Primarily why it is necessary for library operations, and the need for the use for meetings.
 - Additionally, the potential issues of having Library staff receive mail or packages for SEGBAY staff, and utilizing library space for SEGBAY manager.
 - Diane emphasised that SEGBAY is still need to maintain a presence in Port Severn, and as part of the agreement, the Library would have to provide this assistance, and work space as a reasonable action.
- CEO expressed concerns about how the relationship between SEGBAY and the Library as to how it would work under the proposed move.
 - Additionally, there was expressed concern about the current slower pace of repairs to Bressette House, and the narrow timeframe for planning by staff.
- Kathy Kay expressed opposition to the motion, given that it's not clear if the SEGBAY lease will allow for sub-leasing, and this could not even be a viable solution.

- Diane Waters reiterated that the motion is intended to investigate the claim to determine if it is possible.
- Kathy however requested that the vote be recorded, and the rest of the Board complied.

Motion 18:51

In consideration of conditions in the attached report from the May 9th meeting between members of the Library Board, SEGBAY and the Historical Society approval is given to investigate and enter into a sublease agreement with SEGBAY to allow the library to have access to the entire Bressette House.

Note: Motion vote was recorded as requested by Kathy Kay – Board Member (Council Rep).

Moved by: Tracey Fitchett

Seconded by: Trish Thornton

Result: Carried (8 Members in Favour, 1 Opposed)

HONEY HARBOUR BRANCH PROPOSAL

Meeting and public space viewing by Board Chair, and Trillium Lakelands District School Board

As brought up over the past couple of years, there has been a proposal to move Honey Harbour Branch from its current location.

As with the Bressette House discussion, Diane will be providing a more detailed overview of what has been proposed exactly, whether the Board pursues it, and the timeframe we are looking at.

- Diane's Report:

REPORT TO THE TOWNSHIP OF GEORGIAN BAY LIBRARY BOARD

- *May 3rd, 2018 Meeting Regarding: Honey Harbour Library Potential Move*
 - *The Meeting was held at the Elementary School in Honey Harbour in Attendance*
 - *Diane Waters – Library Board Chair*
 - *Fred Wareing – President Community Advisory Group*
 - *Jennifer Schnier – Communication and Economics Officer, Township of Georgian Bay*

“The school is currently owned by the Separate School Board but has recently being put up for sale and Trillium Lakelands District School Board has been in negotiations to purchase the school. They are hoping to purchase ASAP. The School Board has not allowed a library to be set up in the school as it is their wish that the public library move over. We discussed that we had been told that moving the library there was off the table last fall, as the school board was uncertain about the longevity of the school. This has changed in that the school will be purchased and will remain. The existing library space is about the size of public area (excluding community room of the existing library). There is an adjacent empty classroom which is almost equal to the library space. There is also an additional empty classroom that could be located close to the library. The School Board is prepared to renovate the library and empty classrooms to accommodate a library, an office, staff workspace, and accessible washroom. The Library would have a direct exterior entrance so that access could be gained to the library without entering the school. Signage and a walkway to the entrance would also be provided. The School Board is Flexible on location of the Library relative to existing classrooms. Students would access the Library directly from the school hallway and only on appointment with [a] Teacher present. We discussed the presence of adult books in the library, and as this is common in a public library it didn't believe that this would pose a problem. We discussed that we don't have a collection of reference books. There is also a sensory room for children with special needs, and it is hoped that the library could provide books for quiet reading time in this room. This is a large room and it was suggested that the playhouse currently in the Port Severn

could be utilized there. Jennifer indicated that by partnering with [the] School Board additional funding models will be coming available to the library. I discussed the fact that with the shift in change of hours to be open later that the library will be open less during school hours than it currently is. Again Jennifer mentioned that potential funding maybe available. We spoke with several teachers who were very enthusiastic about having the library in the school itself, and said it would be used a lot more. Part of the problem is in order for a teacher to bring the students across the road to the library they need to have a teaching assistant with them, and do not always have access to them. I was shown a few milk crate size containers that held the entire books available for the school. The Community Advisory Group for the Waterfront Development Committee wants to expand the foot traffic area in Honey Harbour and the Location of the Public Library in the School to aid in that goal.

NEXT STEPS:

Upon board approval we would continue to explore this opportunity. First step would be a public meeting with the Township, Library Board, School Board, Honey Harbour Waterfront Development Committee and the community Advisory Group. This meeting would be held at the end of May.

It is hoped that if the plans work out that the move would happen in the fall of the upcoming school year.

CEO – STATEMENT

- The CEO prepared a full statement, and was sent out to the full Board for consideration.
- The CEO expressed deep reservations regarding this proposal, and the need to have a more reasonable timeframe.
- The Three main points the CEO wanted covered were:
 - 1) The current version of the Strategic Plan 2017-2021 does not include reference to Honey Harbour Branch as a priority.
 - 2) The Timeframe of September 2018 is very tight, and does not present time for planning.
 - 3) The exact reason for the urgency of the move is not clear.
- The CEO conclusion, based on discussions with other regional CEOs, and Library related-experts such as Peggy Malcolm of SOLS, is that while potentially beneficial to the library system, it is not reasonable to move the Library Branch, and properly plan for library operations.
 - It was also emphasized that the CEO is not opposed to the move per se, rather that moving the bulk of the Library System within (approximately 3 to 4 months, which depends on the pace of repairs/renovations) is a large undertaking. At this point in time, it is unclear whether this is a good move for the Library, and the CEO agrees more investigation is required.

Discussion:

- Diane confirmed that the exact floor space is not settled in the school, and there will be a separate entrance for Library Staff.
 - Diane was overall impressed with the space (and possible additional space), and felt that the potential existed to increase the overall floor space for the Honey Harbour Location from its current location as 2587 Honey Harbour Road.
 - The exact location can be determined with future discussions, and can be determined as the discussions between the Library Board, and School Board progress. Basically, the School Board is interested in making the space serve the library as best as possible, and configure it to our requirements.

- Susan Stokes expressed concern about the level on influence this change would make to the Library System, and the potential for further integration with the Township as a result.
 - Additionally, Teri Restemayer, also expressed concerns about the timeframe for the move, but was curious about exact details regarding what was being proposed.
- Diane and Kathy confirmed that the Township is not directly involved in the decision being made; the School Board is the main force in driving for this move, although it does compliment the Township's Waterfront plans for Honey Harbour collectively (as per the Township 2015 Youtube video on the HH Waterfront Renewal Project sent to Board Members prior to meeting).
 - The video which can be found at this [link](#), highlights plans the Township has for updating the Honey Harbour waterfront.
- The Board as a whole (especially Linda Shannon, and Trish Thornton) expressed support for these changes, and the potential benefits going forward.
- When asked by the CEO, and Teri Restemayer about the timeframe of September, Kathy Kay explained that the priority for moving the library for the beginning of the next school year is the need to fulfill certain provincial funding grant requirements.
 - The CEO mentioned that from a day-to-day operations standpoint, it is not feasible to get the planning and research done in the timeframe proposed, but the decision is really the Board's to make. The library staff members are entering their busiest season, with the Summer Reading Program, as well as the work required for Port Severn. Essentially, there are no staff hours available to dedicate to this project.
- CEO also reiterated that these decisions are being made quickly, and particularly during an election year.
 - Diane, asked for elaboration, since it was not clear why this should influence the decision itself.
 - The CEO explained that the current Board, and Council, are investigating and proposing large scale changes be made to the Library system, when their terms are ending and passing this onto the next Board or Council. Basically, any budgetary or operational difficulties that come up in late 2018 and 2019-forward will be the responsibility of (potentially) another group.
 - Diane however reiterated that the Board is still fairly new in their investigation, and no substantive decisions have been made as of yet.
- Tracey Fitchett also explained to the CEO that based on the level of movement with Port Severn, and the initial understanding of the Honey Harbour move, it is unlikely that this is going to proceed as fast as proposed. Essentially, September 2018 is just an estimated date, and it is unlikely that it will move forward by then.
- The CEO mentioned a potential impact of the proposed funding from the School Board and the Municipal Grant received from the Township. CEO also suggested that any agreement between the Library and School Boards, emphasize to the Township that these funds should be considered in addition to the current funding from Municipality to help improve services.
- The Board acknowledged the potential concerns about this move, and the motion proposed for vote, was done so with the understanding that this is just an investigation into a possible move at this point.
 - All Board members, however, expressed curiosity about how this move could potentially help the Library system grow and better serve the community moving forward. There was excitement expressed about how library services can also be improved.

Motion 18:52

In consideration of the attached report on the May 3rd meeting between the Board Chair, Fred Wareing, President of the Community Advisory Group and Jennifer Schnier Communication and Economic Development Officer from the Township of Georgian Bay approval is given to investigate partnering with Trillium Lakeland District School Board for a potential move of the Honey Harbour Library to the Elementary School in Honey Harbour.

Moved by: Tracey Fitchett

Seconded by: Linda Shannon

Result: Carried

LIBRARY BRANCH STATISTICS

Honey Harbour:

✿ The **April 2018** circulation was **357** items.

MacTier:

✿ The **April 2018** circulation was **535** items.

Port Severn:

✿ The **April 2018** circulation was **185** items.

Electronic Collection Stats:

- **Overdrive:**
April 2018 downloads **429** items, with **60** users.
- **RBDigital (Zinio):**
April 2018 downloads was **17** items with **6** New Users.

BUDGET UPDATE

- Cheque registers from May 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: **Nothing to report.**
- Senior Management Team: **Attended the April 24th SMT Meeting at Municipal Building.**

STRATEGIC PLAN 2017-2021

There is nothing to report.

COUNCIL REP REPORT

Report will be sent to board.

PROGRAMMING

There is nothing new to report.

Discussion:

- There was nothing new to report in programming, besides the current programming at MacTier, and the success of the May 8th joint-program between GBBR, and the Library at Baxter Ward Centre.

HEALTH & SAFETY PROGRAM

Honey Harbour Branch Ceiling/Roof Update

- According to Brad Sokach, the RFP has already been tendered, and the roof is in the *process* of being repaired. The firm that was hired apparently specializes in Mold removal, and this will be done simultaneously with the construction, although work has not started yet. As previously mentioned, this work will likely occur over the summer, which will directly impact programming, as we will likely have no access to the Community Room. The entrance way will also likely have to be redirected through the CEO office, which may present additional problems.
 - Prior to Board Meeting, CEO received an email from Bill Lendvey:
 - *“Hi Matthew [CEO], FYI, We have awarded the roof repair for the Honey Harbour Library. The contractor is going to let us know when he plans to begin the work and when he will need to close access to the public entrance. The area behind the building will be fenced off for his storage needs and we will arrange for the outhouse placed in a location accessible to the public. Bill.”*
 - CEO reiterated that, while this is a good development, I will likely have no access to my office over the Summer, since the main entrance will have to be sealed for the repairs to complete.

Discussion:

- CEO advised that he will keep the board updated on when repairs start.

LEGISLATIVE UPDATE

There is nothing new to report.

TRAINING, AND PROFESSIONAL DEVELOPMENT

First Aid and CPR Recertification, and Training

- There is one staff member whose certification in Emergency First Aid, and CPR is coming due in June 2018.
- Due to the changes in the Summer Hours, two other staff members have expressed interest in this training, given that they will be working on their own during those months.

SUMMER HOURS UPDATE & RESERVE FUNDING

In late April, I was finally able to get an official Budget analysis run by the Township Treasurer, according to her it will cost about \$5,000 over the existing Wage Line to include the evening hours promised (which is somewhat in line with my original estimate). This represents about 2% of our entire budget.

Diane, and I are currently working on this, but reserve funds for changes like this typically require a Council Vote to release the funds. The only other alternatives would be to cut services in other areas (which I do not advise), among others.

However, I contacted Peggy Malcolm of SOLS to get confirmation about what the Board can do. This was Peggy's response:

“Public Libraries Act - Questions and Answers for Public Libraries

16. What legislation applies to a public library board?

Municipalities are given the power under the Public Libraries Act to establish public library boards. If established, public library boards are governed specifically by the Public Libraries

Act. But since public library boards are both local boards of a municipality and are corporations, the general legislation that applies to those entities also applies to public library boards. A number of statutes affect public libraries other than the Public Libraries Act; however, if there were an inconsistency between a provision of the general legislation and a provision of the specific legislation, the Public Libraries Act provision would take precedence with respect to a public library board. This is the case, unless the general legislation indicates otherwise, e.g. where the legislation states that it operates "despite any other Act".

30. May a library provide for such administrative functions as payroll, by entering into an agreement with its municipality?

Yes. A number of library boards and their municipalities already carry out administrative functions in this way. However, where such administrative financial agreements exist, directions regarding the disbursement of library funds remain the prerogative of the library board.

31. May a library have a reserve fund?

The Public Libraries Act is silent on the subject of reserve funds. While it is common practice for municipalities to hold library reserve funds, library boards do have authority to have reserve funds under the Municipal Act.

So, any reserve fund held for the library by the municipality is under the direction of the library board (see point #30 above)."

This complicates the discussion I had with the Treasurer regarding the Reserves since I am not sure how the Township procedures match up to this information. We may have access to the reserves, but the Council does have rights as well. As I mentioned in February, I believe this is an example of the importance of verifying allocation of funds as soon as possible. Given our limited budget, there really are not other account lines that these costs can be absorbed by. It ultimately depends on what the Board wants to prioritise, but areas such as purchasing and training are already very tight.

Discussion:

- CEO noted that it is the Board's decision to pass a motion for Council requesting access to Reserve Funds to cover increased costs. Board indicated they did not feel this was necessary.
- CEO also explained that with the assistance of the Board Chair, it was determined that the actual number for overage is closer to \$2,000, however with the possible additional branch moves; the true costs may be higher.
- Several Board Members including Teri Restemayer expressed agreement with Peggy Malcolm.
- The Board remained positive that proceeding with the Summer Hours was a positive, and step towards serving the community better.

ELECTION INFORMATION & BOARD SUCCESSION PLANNING

- SOLS has developed a website, and series of related documents to help Libraries handle the two major elections occurring in Ontario this year. It is called LibrariesVote.ca.
 - Provincial Election is on June 7th.
 - Municipal Election is on October 22nd.
- Additionally, there are materials surrounding Board Succession, and the duties for out-going, and incoming Library Board Members:
 - According to an email sent to me on May 2nd:

- “Ontario Library Boards Association (OLBA) has prepared a series of short documents to help with the transition which were distributed to those at recent SOLS Trustee Council meetings but which will be posted shortly. They are:
 - **Leadership by Design: Public Library Board Legacy Document Template** – a chart in which you can record partnerships, major governance issues, challenges and the current library’s wishes for new board.
 - **Recruiting New Public Library Board Members** – a checklist which outlines steps to take to ensure that new board members are in place for new term – and with timelines for the required posting of vacancies for library board members.
 - **Choosing an Effective Public Library Board** – a list outlining what a library board does as well as listing qualities needed in a Library Board member.”
- The current term for Municipal Councils ends on November 30th 2018.

Discussion:

- CEO suggested that a representative from SOLS should be invited to the June 2018 Board meeting to help explain the Succession Process, and a refresher on the role of the Board. Board informally agreed, and the CEO will investigate.

Other Operational Developments and Major Purchases in May 2018

- Payment for JASI Membership.
- We received funding from Canada Summer Jobs for a second Summer Student.

- 7. New & Other Business
 - a) None

Tracey Fitchett leaves meeting at 8pm.

- 8. Closed Session

Motion 18:53

A Decision to move to a closed session at 8:18pm.

Moved by: Linda Sladek
Seconded by: Linda Shannon
Result: Carried

Motion 18:54

To move out of a closed session at 8:27pm, without a report.

Moved by: Susan Stokes
Seconded by: Linda Sladek
Result: Carried

9. Adjournment

Motion 18:55

Adjournment Motion for May 10th 2018 Board Meeting at 8:23pm

Note: The Next board meeting was moved from Thursday, June 21st, to Monday, June 11th 2018 at MacTier Branch at 7:00pm, due to the inability of certain Board Members to make the original date, and the repairs starting at Honey Harbour Branch.

Moved by: Susan Stokes

Seconded by: Sandi Sweeny

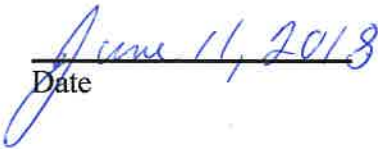
Result: Carried



Chair



Vice-Chair


Date

As Approved: ✓

As Amended: _____

Motion # 18:58