



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

Minutes

Present: Tracey Fitchett
Kathy Kay
Teri Restemayer
Linda Shannon
Susan Stokes
Barbara Swyers, (CEO)

Regrets: Diane Waters

For the regular meeting on Thursday, April 21, 2016 at the Honey Harbour Public Library at 7:00 p.m.

1. Tracey Fitchett, Board Chairperson called the meeting to order at 7:09 p.m.

Motion 16:22

To call to order the regular meeting of April 21st, 2016 at 7:09 p.m.

Moved by Susan Stokes Seconded by Linda Shannon Carried

2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 16:23

To approve the agenda for the regular meeting of April 21st, 2016 as presented.

Moved by Susan Stokes Seconded by Linda Shannon Carried

4. Approve the minutes from the regular meeting on Monday, March 21st, 2016.

Motion 16:24

To approve the minutes from the regular meeting on Monday, March 21st, 2016 as presented.

Moved by Linda Shannon Seconded by Susan Stokes Carried

5. Delegations: None

6. Finance, Administration & Legal

a)CEO Report

The Overdrive downloads for March were 409 and Zinio e-magazines were 80.

Honey Harbour- The circulation for March was 595. There were 3 class visits with 52 children. The Honey Harbour Book Club will start monthly on May 3rd until October 4th. The library is trying to attract new members to the club.

MacTier- The circulation for March was 389. There were 2 class visits with 36 children.

Port Severn- The March circulation was 211 with 83 people visiting the library.

b)Budget- The cheque register was emailed out and reviewed by the Board. The trial balance for all library accounts was handed out for review.

c)Committees

i.) Public Relations- The summer flyer was emailed to the Board. This will be distributed throughout the Township.

ii) Friends of MacTier Library- At the fall, 2015 meeting, the Friends agreed to pay for the painting of the MacTier Community Room. The library would have to pay for the paint. The Friends sent out three quotes for the work including patching any holes and painting the walls, no trim included. The quotes are for \$200, \$300 and \$350 and the Friends have recommended the \$200 quote. The Board directed Barbara to purchase the paint so that this work can be done before the summer.

d)Strategic Plan 2013-2016-

i)Accessible Public Service Committee- Nothing to report

ii)Port Severn Committee- Nothing to report

iii)Sustainability/Funding/Grants- The DVD fundraising program was discussed and the flyer was reviewed. The library is not eligible to acquire a gaming licence as the library is a part of the Township. The Friends could apply for a licence for a raffle. The Board discussed this and decided not to pursue this fundraiser at this time. Also the library would need to have a valid need for fundraising. The Board decided that the Adopt a DVD campaign would be enough for this summer.

e)Strategic Plan 2017-2020- The Board discussed what questions to ask the public on the hard copy survey and survey monkey for the website. Suggested format as follows:

An introduction to the libraries and services available.

1. Rank 3 needs or wants that you feel your library should provide.

2. Are the hours meeting your needs?

3. Are you satisfied with the current location and services of the Port Severn Library?

4. If the library offered after school or evening programming for children and youth e.g. study groups, tutoring etc., would you as a parent or caregiver be willing to transport your children to the library for this service?

5. Are you interested in programming for adults? If yes, what programs would interest you?

A box would be provided at the end for additional comments.

The staff will discuss this at the April 25th staff meeting. Barbara will bring the final draft to the board at the May meeting.

f)Council Rep Report--Council held a Public Meeting on an amendment to the Six Mile Lake Official Plan to clarify cottage size and shoreline coverage requirements. Few comments addressed the issue directly while numerous comments criticised the association involvement in Township planning issues.

Rebecca Willison, Muskoka Watershed Council, outlined the District annual water quality program results for the Township. Results are available at www.muskokawaterweb.ca.

Plans are underway to increase internet speed across the Township and improve access out on Georgian Bay. However, Federal funding is still required.

New colourful Township signage will be erected on Hwy 400 northbound at Port Severn and southbound near MacTier.

Parking for major events in MacTier (cycling and snowmobile) for up to 150 cars will be created this year on lands behind the LCBO.

Hard top road sealing will occur on Crooked Bay and Nicholson Roads this year. Portage Road was deferred until next year due to funding restrictions.

Councillors Wiancko, Bocek and Cooper have been assigned as Planning Portfolio members. The Planning Dept. and Council will use these members to resolve and make recommendations to Council on planning issues.

Council passed a resolution asking the Severn Sound Environmental Assoc. to provide available public water quality data for areas in and around the Macey Bay to the Eastern Georgian Bay Protection Society.

MPAC outlined their process for delivering the 2016 updated property assessments for TGB. Assessments will be mailed out in July with 120 days to appeal. The % increase for TGB will be reported in July.

Council and staff are still developing a communication strategy that has the potential to reach all residents. It will involve print, media outlets, email and video. Further discussions are required with cottage associations.

Operations staff are slowly starting to address the issue of numerous Municipal Roads crossing private property with the passage of a policy. Although Municipal road legal assumption is not a high priority, there may be private liability issues.

A public information meeting was held on Saturday, April 16th at Baxter Ward Community Centre to discuss what is happening with the Honey Harbour Public School, Trillium Lakelands School Board and Our Lady of Mercy Separate School, Simcoe County Separate School Board. Over 70 people attended and the Trustee from each school board talked about what it means for the schools to be 'under review'. Both schools will be opening for the 2016/17 school year. A committee is being formed in the community to follow-up and keep everyone informed.

g)Capacity Building Grant- The final report was submitted online on April 6, 2016 before the April 25th deadline date. MobilePrint from Envisionware was installed remotely by the technician in the States in both Honey Harbour and MacTier. Chris Donovan, the library's IT Technician was present for both installations. This is going to be a great service and it is very easy to print jobs from mobile devices or laptops. The marketing materials are being produced and staff are being informed and trained to assist customers. The launch will be on Tuesday, May 3rd.

h)CEO Succession Planning-The CEO Succession Planning Committee consisting of Tracey, Susan, Teri and Barb will meet this summer to write up a draft job ad for the CEO position. Tracey suggested that the job ad be posted internally for all staff once the retirement date is known. An internal candidate could be trained for the position and be exposed to various aspects of the job over a three to six month period. The candidate could be paid a higher rate for the hours of CEO training.

i)Ontario Seniors Community Grant 2016-17- nothing to report

j)Sarah Badgley Literacy Fund Grant- The Letter of Intent was mailed requesting the funding to purchase the Leap Frog tablets for small children.

k)Canada Post Children's Grant- This grant was submitted online by the deadline date. The library applied for funding to host six, four hour study sessions for youth during the January and June exam weeks in Honey Harbour and MacTier.

l)SEGBAY Chamber After 5 Meet & Greet- Village Marina is having a meet and greet on Monday, May 2nd. Barbara has not heard back from the Chamber regarding the library's meet and greet date.

7. New or Other Business:
- i) Trillium Grant Process- The Trillium Grant process has changed. The library needs to apply under the Township. The funding for Magnus Cards would fall under a Trillium Capital Grant. The next granting period is June/July. So, the Township would have to register by June 8, 2016 and the application deadline is July 6, 2016. The library has to present this project to Council at the Monday, May 9th meeting. Barbara is on vacation so the Board discussed who could present this proposal. Susan Stokes volunteered to attend the May 9th Council Meeting and present the Magnus Cards proposal that will be written up by the CEO.
 - ii) Policy Review a) Schedule C of the Circulation Policy b) Planning Policy c) Strategic Plan Policy d) Overdue Material Policy

Motion 16:25

To accept the following policies as presented:

- 1) Circulation Policy-Schedule C-Fee Schedule
- 2) Planning Policy
- 3) Strategic Plan Policy
- 4) Overdue Material Policy

Moved by Linda Shannon

Seconded by Susan Stokes

Carried

iii) CEO Evaluation Policy- Evaluation procedures have been gathered from the Township and other rural libraries. The Township uses a rating and conversation process for the CAO. Most of the libraries use the same process that our library already uses, that of the Accomplishments and Goals document from the CEO and then a conversation between the CEO and the evaluation committee of the Board.

8. Closed Session: No Closed Session

9. Adjournment: The next meeting will be on Thursday, May 26, 2016 at 7 p.m. in the MacTier Public Library.

Motion 16:26


To adjourn the regular meeting of Thursday, April 21st, 2016 at 8:35 p.m.

Moved by Linda Shannon

Seconded by Susan Stokes

Carried


Chair

As Approved: 


Vice-Chair

As Amended: _____

May 26/16
Date:

Motion # 16: 30