



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, August 17, 2017 at the Honey Harbour Public Library at 6:30 p.m.

Present: Tracey Fitchett
Kathy Kay
Linda Shannon
Linda Sladek
Sandi Sweeney
Trish Thornton
Diane Waters
Barbara Swyers, (CEO)

Regrets: Judy Leadbetter, Teri Restemayer, Susan Stokes

1. The Chairperson called the meeting to order at 6:33 p.m. The three new members present were introduced and the board did a round table for introductions.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 17:34

To approve the agenda as amended for the Thursday, August 17, 2017.

Moved by Kathy Kay Seconded by Trish Thornton Carried

4. Approve the minutes from the regular meeting on Wednesday, June 21st, 2017.

Motion 17:35

To accept the minutes of the Wednesday, June 21st, 2017 board meeting.

Moved by Kathy Kay Seconded by Trish Thornton Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report:
Honey Harbour: The circulation for June was 806 and July was 2198. Seven class visits with 69 children visited the library in June. The photography program had 2 sessions with a total of 17 people in June and 2 sessions in July with 11 participants. Summer programs for children commenced in July and Honey Harbour had 12 children for Mr. Lego; 14 children for Early Years Specialist, Sandy Inkster and 15 for the Fancy Nancy Tea Party. The July 1st Canada Day

book sale, fish pond and face painting was very busy and successful and we made \$1039.00 in total.

For two weeks in August, Honey Harbour Library had many, many problems with the Internet. Barbara had to call Bell and Chris Donovan, IT Technician had to come up quite a few times. It seems to be working steady now.

A student from Guelph University's Open Ed program wrote two exams in the Honey Harbour Library on August 15 and 16. The Library will receive \$90.00 from the University for proctoring these exams.

MacTier: The circulation for June was 481 and for July was 1281. The children's programs are being well attended. The Biosphere attracted 37 people and the craft, paper bag puppets had 33 children.

The MacTier Library again this year received a \$700.00 donation from the Miskin Family Foundation.

MacTier Library has had a face lift. Township staff power washed the exterior and repaired the wood trim and the wood poles and painted the white facing at the front and all around the library. The library looks really refreshed now.

MacTier had their big book sale on Saturday, August 5th and despite bad weather made \$569.00. A back to work package has been sent to Jen for her doctor to fill in and return. Connie Devlin, Director of Human Resources assisted with this package.

Port Severn: Circulation for June was 349 with 183 people using the library and for July it was 528 with 241 people visiting the library.

The cell phone which is seven years old is not working properly and needs to be replaced. It is cutting out and does not seem to receive a connection properly. The CEO requested the purchase of a new cell phone.

Overview: Overdrive had 378 downloads and Zinio e-magazines had 25 with 1 new customer. The library was successful in the Muskoka Pay-It-Forward Grant and has received \$1700.00 to purchase sensory books and toys for individuals with special needs and autism.

The library has provided the service brochure including several bookmarks to Annemarie Grigaitis for the Georgian Bay Association fanfold for new members. This was great to be included.

We were not successful in obtaining the Canada Post Children's Grant.

The Port Severn and Honey Harbour Libraries are now selling the Gloucester Pool book, Stories from the Pool and the library's commission is \$5.00 per book.

Barbara attended a training session for the new FMW budget software at the Township on Thursday, August 10th.

Barbara attended a Muskoka CEO meeting on Friday, August 11th.

Art in our Wallets is a project to celebrate Canada 150 and Ontario Library Month in October sponsored by the Federation of Ontario Public Libraries and Huntsville Public Library. The goal is to include all Ontario Library cards and their stories in a book and to be published in time for Ontario Library month. Barbara has submitted our library card with the information required.

b)Budget: i)Cheque register was emailed to the Board. ii)Trial balance: The Board discussed the Trial Balance. iii)2018 Draft Budget was presented and discussed. Board members also suggested highlighting our Charitable status for donations that receive a tax receipt.

Motion 17:36

To approve the draft 2018 budget.

Moved by Kathy Kay

Seconded by Trish Thornton

Carried

c) Committees

- i.) Public Relations: The Annual Report is printed and ready to send out. The Board discussed presenting it to Council with the Strategic Plan once the new CEO has started.
- ii) Friends of MacTier Library: Nothing to report

d) Strategic Plan 2017-2021: The draft brochure was emailed to the Board for discussion. Barbara will change the colour swatch and add the names of the newly appointed Board Members.

The Board needs to discuss and plan how the Board and staff should work on the Strategic Plan once the new CEO is in place.

e) Council Rep Report: The Council reports for July & August were emailed to the Board.

July Council Meeting

Meyer Lake cottagers presented concerns about continuous noise from weekend cottage rentals. Staff will work with the residents to develop a lake specific daytime noise by-law for this small lake.

The District of Muskoka is soliciting public comments by the end of August on an update to their full Official Plan.

Council rescinded the By-law that would require the Building Dept. to cancel permits that were not started after 3 years. The Dept. will continue this practise under the Ontario Building Code. The Community Advisory Group for Honey Harbour is recommending that the closed Catholic School be converted to a Community Hub. This may occur if discussions are successful to move the Public School into this facility.

Council, in a controversy vote, approved the installation of a tertiary sewage treatment system on an undersized island in the Port Severn area. The system meets the Ontario Building Code, but does not meet the setbacks in our regulations.

Lighting experts are looking into the cost savings of converting our street lights and the lights in the MacTier Arena to LED lighting.

August Council Meeting

GOOD NEWS – the Public School Board has successfully negotiated the use of the vacant and much larger Catholic School in Honey Harbour .

OPP Inspector Andrew Ferguson provided his 2nd Quarter Statistic Report for the southern portion of TGB. Only 1 violent crime, 7 property crimes and 0 drug crimes (all down from last year). There were 53 motor vehicle collisions and no fatalities.

There will be another attempt for a Nurse Practitioner at the Port Severn Health Hub next summer during Friday and Saturday from June 28 – Sept. 1.

A Site Plan Agreement was approved for the private marina at Oak Bay . There will be 60 boat slips for their residents.

The Six Mile Lake Interim Control By-law on cottages over 275 sq. meters (gross floor area – GFA) will continue until Planning Staff holds public meetings to approve further criteria to assist the Committee of Adjustment to assess these variance requests. In addition, both SML organizations were encouraged to conduct a lake wide survey to determine possible changes to their Community Plans (i.e. increase the 275 GFA, should basements be included, etc.).

Council approved a freeze on further discussions of Township property leases and community grants until after the resolution of two controversial Municipal Conflict of Interest legal cases against 5 Councillors. At that time, all leases and grants will then be discussed.

Annual large item pick up was approved for Go Home Bay area.

A resolution will be sent to the Province and other Municipalities (for their support) to eradicate invasive plant species from provincial highways. These include Phragmites, Giant Hogweed and Japanese Knotweed.

The TGB Historical Society was granted \$1K from the last of the Canada 150 budget (\$25K) to continue the restoration of the David Milne Cottage.

Residents along Big Rock Road and Driftwood Lane on SML will be surveyed by the District to determine the future of their present door to door garbage pickup. There have been recent concerns about bear damage.

For 2018, grant requests were received from the TGB Historical Society for the David Milne Cottage (\$5K), Coldwater Steampunk Festival (\$2-5K), Severn Sound Environmental Assc. (\$67), Oak Bay for a bike lane along Honey Harbour Road into Port Severn (\$TBD), Sustainable Severn Sound (\$10K), South Eastern Georgian Bay Chamber of Commerce (\$5), Georgian Bay Forever for Phragmites control (\$15K) and TGB Fire Dept. for increased wages (\$50K). Council supported a draft 2018 tax increase of 1.5% for capital infrastructure projects and 2% for operations to cover annual inflation.

f)Capacity Building Grant-Children's Launch Pads: The Launch Pads are a great success with the children and their parents. The parent or caregiver sign a form so that they understand the level of responsibility in checking out this device.

g)CEO Succession Planning; Diane has been working on the job ad and interview questions with Connie Devlin, Director of Human Resources. Diane will create an email account to receive the resumes. Diane Waters, Trish Thornton and Linda Sladek will be on the hiring committee. The other board members not in attendance will be contacted about joining this committee. The Township will assist also with advertising this position.

h) Ontario Seniors Community Grant 2017-2018: The Launch Pads for adults have been purchased and will be introduced in September.

i)Programming: The Seed Library was very successful. Sixty-five people took flower and vegetable seeds to plant and some sent in photos for the library's Facebook page. The photography program in Honey Harbour is meeting twice a month in the summer and will meet once a month starting in September. Barbara checked with a lawyer about the Board's liability if the group went on a field trip and she suggested that Barbara ask the insurance company. The insurance rep recommended that the library issue a letter to each participant informing them that field trips outside of the library would be at their own risk. Each participant has signed a letter as confirmation of them reading it.

Each library is displaying a Canada quiz board for two weeks and customers have been filling in the answer ballots for a small prize. There are four boards, so each branch has one board for a two week period and then they rotate.

j)Health & Safety Program: Nothing to report.

7. New or Other Business:

i)Policy Review:

- a)Volunteer Acceptance & Contracts b)Volunteer Performance Evaluation
- c) Volunteer Recognition d) Volunteer Personnel Files e)Dismissal of Volunteers
- f)Volunteer Training g)Attachments 2-8
- h)Township of Georgian Bay Accessibility Plan

To defer the Policy Review until the September 21st meeting so that the new members have an opportunity to read these policies.

8. Closed Session: No Closed Session

9. Adjournment:

Motion 17:37

To adjourn the meeting of Aug. 17, 2017 at 8:07 p.m.

Moved by Kathy Kay

Seconded by Trish Thornton

Carried


Chair

As Approved:


Vice-Chair

As Amended: _____

Sept 21 / 2017
Date

Motion # 17: 39