

5. Approve agenda

Motion 16:43

To approve the agenda for the regular meeting of Thursday, August 18, 2016 as presented.

Moved by Diane Waters

Seconded by Linda Shannon

Carried

6. Approve the minutes from the regular meeting on Thursday, June 16, 2016.

Motion 16:44

To approve the minutes for the regular meeting of Thursday, June 16, 2016 as presented.

Moved by Linda Shannon

Seconded by Diane Waters

Carried

7. Delegations: None

8. Finance, Administration & Legal

CEO Report

Honey Harbour: The June circulation was 962. Three class visits with a total of 48 children visited the library. The circulation for July was 2185. A jungle craft program was held on July 28th and 12 children attended making safari hats and binoculars. The public computers had 172 sessions and the wireless had 1,038 sessions in July.

The Canada Day festivities sponsored by the Honey Harbour Co-op on July 2nd were very successful. The library had a big book sale and a fish pond and face painting for the children. The library's book sale brought in \$1150 and the donation jar for the children's activities netted \$96.00. The library received about six boxes of books from Orland Kirkness of Educan through his contact with Diane Waters. Some titles were catalogued and other titles were put into the book sale.

The public computers and wireless have been on Bell this summer and we have had no complaints. The staff computers are on Cottage Country and there were internet problems for a couple of weeks in late May as the tower was being fixed. One Tuesday in August, the staff internet had problems and disconnects all day so that was very frustrating for staff as Tuesday is the busiest day in Honey Harbour Library. After that, it is working well with no slow downs. The new book from the Honey Harbour Association, Roots from the Hoots compiled and edited by Kathy Kay is now in the library's collection and is available for sale. The price of the book is \$55.00 including tax and the library's commission is \$10 from the book price. Two books have been sold already.

MacTier: The June circulation was 647. Two classes visited the library with a total of 38 children. The July circulation was 1841. The library had 2 programs in July, the Georgian Bay Biosphere program had 46 people in attendance and the Dr. Seuss program had 25 in attendance. The public computers had 71 sessions and the wireless had 515 sessions.

Nadine Triemstra finished her 6th Advanced Excel course and has received her Advanced Excel Certificate.

The big book sale on July 30th brought in \$756.00.

The MacTier Library received a cheque for \$700.00 again this year from the Murray and Ruth Miskin Family Foundation. The budget line for Donations Specified for MacTier is \$300.00 so that leaves the library \$400.00 to spend on something needed. The MacTier staff would like to purchase some character wall art that would peel off to enhance the children's area.

Internet and Wifi access for public and staff computers have been working well this summer with the new Bell line. There have been no public complaints and no really slow times with the automation system. Chris Donovan, the library's IT technician suggested that we try all computers on Bell for the summer and if there were no major problems then the library should cancel Auracom. So, Barbara will be cancelling Auracom the week of August 22nd. This will save the library \$70 per month.

Port Severn: The June circulation was 264 with 146 people visiting the library. The circulation for July was 541 with 287 people visiting the library.

The staff working in Port Severn has been asked about the location move to Bressette House by some customers. Barbara has informed the staff that the decision has not been made yet and the Township is just gathering information for now.

Lorna Cramp mentioned some positive points about the proposed location change which included 1)the Township recognizes the library as a permanent fixture not just a temporary location easily shut down. 2)Many advantages for the library to have its own building space 3)Gives the library a sense of independence and removes that feeling of intruding on Township office space 4)the move may simplify the process for possibilities for future expansion and 5)Bressette House is a far better location than Baxter Ward Community Centre.

Barbara emailed Laurie Kennard, Township CAO about the Library Board and CEO being involved with the planning and she said that this project is in its infancy and not ready for our involvement yet but that we would be included if and when the time comes. The first step is to evaluate the structural ability of the Bressette House to hold the book cases that are currently in the Community Services Building. Laurie said that currently staff is doing a cost analysis to be included in the 2017 Township budget.

Overview: Overdrive had 425 downloads and Zinio e-magazines had 41.

Barbara attended a Muskoka CEO meeting in Bracebridge, an Overdrive Management Committee conference call, a meeting of the Accessible Public Service Committee in MacTier and a meeting at the District of Muskoka Offices for the Master Aging Plan. A consultant was hired to assist with this planning process. Barbara was invited to attend the session for Well/Fit Seniors. There are two other groups which include, Seniors Requiring some Assistance and Seniors Requiring 24 Hour Assistance. There is an online survey and a hard copy survey available at various locations including the library. The forum for Port Severn/Honey Harbour is on Thursday, August 25th from 2 to 3 p.m. at the Baxter Ward Community Centre. Barbara will attend the Community Forum on Thursday, September 8th in Bracebridge. The results of this plan will be useful to the Library Board when the Board does its new Strategic Plan.

The Provincial Statistical Survey was completed and submitted. The operating grant application will be available to libraries in September.

The liquor store charity donation boxes netted \$11.55 in Honey Harbour, \$10.75 in Port Severn and \$46.05 in MacTier. This money was deposited to the library's fundraising accounts.

Our summer student, Matthew Hawley is a great asset this summer. He is assisting at the circulation desk, decorating the libraries, planning programs in Honey Harbour and helping with the programs in MacTier, photographing the events and assisting with the Summer Reading Club game, Readopoly.

The libraries are very busy this summer especially with the summer programs for children and Internet use and assistance.

Many customers have been using the Mobile Print service and are very satisfied being able to print from their device.

b)Budget: The cheque register was emailed to the Library Board and discussed at the meeting. The trial balance was handed out and discussed.

c) Committees

- i.) Public Relations: The library's ad is in the Gloucester Pool Cottagers' Association magazine and was shown to the Board.
- ii) Friends of MacTier Library: Nothing to report.

d) Strategic Plan 2013-2016-

- i) Accessible Public Service Committee: The committee met in July to discuss, review and edit some policies that were emailed out to the Board and will be discussed later on this agenda.
- ii) Port Severn Committee: The committee will stay informed about the proposed move to Bressette House. The Board asked Kathy Kay if she would pass on any new information and also to let the Board know when the Port Severn Library is put on the Council agenda.
- iii) Sustainability/Funding/Grants: Four people have donated for the DVD fundraising this summer. Staff feel that this fundraising campaign is not working this summer because it is a repeat from last year.

e) Strategic Plan 2017-2020: Staff are giving out the survey and our summer student is inputting the hard copies into Survey Monkey. Barbara will contact the consultant to check on available dates for the Strategic Plan meeting for the Board and Staff.

f) Council Rep Report: The Township will be assuming responsibility for accessibility beach mats (Mobi-mats) being purchased, through local MacTier fund raising, for the Stewart Lake beach that will allow handle cap movement around the site.

Council re-confirmed their support for Canada 150 funding this year of \$2,500/Ward plus \$2,500 for a Township Gala at Delewana on July 2017.

The 3 Townships of GB, Muskoka Lakes and Lake of Bays will continue to fund a consultant to lobby the Province to make changes to the Police Act that will allow each Municipality to control OPP services. Presently we are subsidizing the 3 big Muskoka towns through the District. An updated Council Procedural Policy was approved which will allow 3 delegations/month instead of two.

Those interested in purchasing Township road allowances or shore road allowances will have to file an application with full payment before being assessed by Council.

There are 12 trailer sites in the Township containing a total of 677 trailers of which we only collect about \$29K in Township taxes. Taxes rates are set by MPAC.

Staff will be reviewing free public parking at a number of boat launch sites which are becoming increasingly utilized (Port Severn, Six Mile Lake and Go Home Lake). Should we expand and/or charge a parking fee?

Nets will be hung inside the covered rink in Port Severn to eliminate a bird dropping problem.

With the help of our Integrity Commissioner, the Council Code of Conduct is being updated to clarify a number definitions, public filing procedures and council compliance.

g) Capacity Building Grant: The third allotment of money has not been given out yet to libraries.

h) CEO Succession Planning: Nothing to report. Kathy Kay voiced some concerns on a replacement for the CEO position especially if the Township grant was not increased to offer a salary more in line with the market value assessment. The Board has been discussing this issue and will look into it again at the September meeting when the 2017 budget is finalized.

i) Canada Post Children's Grant: Nothing to report.

j) SEGBAY Chamber After 5 Meet & Greet: The Board discussed hosting a meet and greet but some members questioned how this would benefit the library. The Board decided that a couple of members would attend the next meet and greet and Barbara would inform the Board when one is planned. The Board would then make a decision about whether to host a library meet and greet.

9. New or Other Business:
i)Policy Review: a)CASL b)Accessibility-Customer Service Standards c)Sale of Local Books
d)Health & Safety

Motion 16:45

To accept the following policies as presented:
a)Canada's Anti-Spam Legislation(CASL)
b)Accessibility-Customer Service Standards
c)Sale of Local Books
d)Health & Safety
as presented.

Moved by Diane Waters

Seconded by Linda Shannon

Carried

- ii)Pay It Forward Muskoka Grant: The library was approved for \$1250.00. The application requested \$1290 to purchase an adjustable desk and an all in one computer. The desk is on order and once we have the invoice, we will purchase a computer with the balance of the funds.
iii)Budget 2017: The Board discussed staff wages. The budget values for 2017 were reviewed and discussed. The budget due dates from the Township have not been received yet. The Board decided to review the budget worksheets that were emailed and handed out and to work on the final budget at the September 15th meeting.
iv)Board/Staff/volunteer Dinner: The Board discussed this event and the date. The Board agreed to have a potluck dinner again in the meeting room at Baxter Ward Community Centre. Possible dates in November were considered. Barbara will send an email to check who can attend on these dates.
v)CEO Vacation: Tracey Fitchett has approved Barbara's vacation from August 26 to September 5th.

10. Closed Session: No Closed Session

11. Adjournment: The next meeting will be on Thursday, September 15, 2016 at 7 p.m. in the Honey Harbour Public Library.

Motion 16:46

To adjourn the regular meeting of August 18, 2016 at 8:37 p.m. and to remind Board Members of the next scheduled meeting on Thursday, September 15th, 2016 at 7 p.m. in the Honey Harbour Public Library.

Moved by Diane Waters

Seconded by Linda Shannon

Carried

Felchler
Chair

As Approved: ✓

Bestemayer
Vice-Chair

As Amended: _____

Sept 15/16
Date:

Motion # 16: 48