



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Wednesday, February 15, 2017 at the MacTier Public Library at 4:00 p.m.

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

1. The Vice-Chairperson will call the meeting to order

Motion 17:06

To call the regular meeting of Feb. 15th, 2017 to order at 4:12 p.m.

Moved by Susan Stokes Seconded by Linda Shannon Carried

2. To elect a Board Chairperson for 2017

Motion 17:07

To appoint Diane Waters as Chair for the Township of Georgian Bay Public Library 2017 Library Board.

Moved by Susan Stokes Seconded by Linda Shannon Carried

The Board Chairperson will now chair the Board meeting.

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

Motion 17:08

To approve the agenda for the regular meeting of February 15th, 2017 as presented.

Moved by Teri Restemayer Seconded by Susan Stokes Carried

5. Approve the minutes from the regular meeting on Monday, January 30th, 2017.

Motion 17:09

To approve the minutes from the regular meeting of Monday, January 30th, 2017 as presented.

Moved by Susan Stokes

Seconded by Teri Restemayer

Carried

6. Delegations:

7. Finance, Administration & Legal

a)CEO Report:

Honey Harbour: The January circulation was 354. There were 3 class visits with 43 children.

MacTier: The January circulation was 413. A selection of age appropriate materials are being taken to the MacTier Public School for each class every second week.

A letter was sent to Tracey Fitchett from Ron Cameron, Chair of the MacTier Events Committee requesting that a plaque mounted on stone for Canada 150 be placed at the library. The Board discussed this issue. Tracey will contact the Events Committee to find out how large the rock and the plaque will be and also request to preview the wording on the plaque.

Port Severn: The circulation for January was 127 with 72 people visiting the library.

Laurie Kennard, CAO has had an engineer and architect look at the building to see how the space might be used and how all of the bookshelves might fit in. She is awaiting a response from them and then Barbara will be included into the discussion of next steps. Barbara will keep in touch with Laurie regarding the plans for Port Severn and report to the Board.

Overview: The Overdrive downloads were 445 for January. Zinio e-magazines were 51 with 2 new users.

Deb and Barbara took a webinar on Library Aware for Newsletters.

Barbara participated in a webinar for Patron Initiated Library Loans. This will start small with two or three customers that currently use the interloan service.

Barbara attended the Ontario Library Association Conference from Wednesday, February 1st to Friday, February 3rd. Barbara attended many excellent sessions including: Hotspots: Lending the Internet; Maker Spaces; Holistic workplaces; Library as a Facilitator and Supporter of Community Projects; Andre Alexis author of 15 Dogs; Great Expectations-Initiating outcome based programming; Make it! Create it! Loan it! (maker kits); The little library that could; Strategic Planning on a shoestring budget as well as several speakers including Mohamed Fahmy who wrote the Marriott Cell.

b)Budget: The cheque register was emailed to the Board.

The 2017 budget passed at Council on Monday, February 13, 2017. A copy of the 2017 budget was handed out to the Board.

Motion 17:10

To accept the Township of Georgian Bay Public Library budget for 2017 as passed by council on Feb. 13, 2017.

Moved by Teri Restemayer

Seconded by Linda Shannon

Carried

Motion 17:11

To increase the salary of the Township of Georgian Bay Library Board staff by 1.5% for 2017 retroactive to Jan. 1, 2017.

Moved by Linda Shannon

Seconded by Teri Restemayer

Carried

c)Committees

i.) Public Relations: Work has been started on the Annual Report 2016.

ii) Friends of MacTier Library: nothing to report

d)Strategic Plan 2017-2020: The Board and Staff attended a Strategic Planning meeting on Saturday, February 4th from 9:30 a.m. to 4:00 p.m. at the Baxter Ward Community Centre. This meeting was led by consultant Sophie Mathewson from Prism Group. Three groups were formed and each group went through the SWOT analysis and then shared their ideas. We ended up with four major priorities and each person joined the priority that interested them the most. The Board and Staff then wrote up objectives and goals for their priority. Sophie has written up the draft and Barbara will review it and make any necessary changes. Sophie will be sending an updated draft including the final objective sheets that she did not have and Barbara will send this updated draft to the Board and Staff once it has been received.

Sophie has written up the plan for 2017-2021, so for five years instead of four. The Board agreed that the plan should be from 2017 to 2021.

e)Council Rep Report:

Planning brochures have been prepared by staff to help the public understand the steps involved in applying for variances, consents (property adjustments) and zoning amendments.

Council has agreed to hire a consultant to work with the Six Mile Lake organizations to review Gross Floor Area limitations and conduct a survey of their residents.

The 2017 Township budget was approved. The District of Muskoka budget should be approved next week.

Staff will prepare a list of all the Township property leases for Council review.

District staff presented the process involved if Council wished to pursue the installation of water and sewer in Honey Harbour . Costs may be prohibitive.

Voting in the upcoming 2018 Municipal Election in the Township will be by internet or telephone. There will be no more mail in ballots. Election results should almost be instantaneous. A Phragmites (invasive plant species) Policy was approved. The Township program will be lead by Georgian Bay Forever who will manage the program and funding under approval by Council. The long awaited Macey Bay, OMB Hearing ended last week with their report expected in a few months. Meanwhile Council at its March meeting will be reviewing a list of consultants to peer view all the individual reports prepared for the site. Costs for these reviews are paid for by the developer.

f)Capacity Building Grant: The following are suggestions for the \$3,383 for the Capacity Grant: 1.to purchase 2 copies of Photoshop Elements, 1 for a public computer and 1 for a staff computer in each branch at a cost of approximately \$140 each for a total of \$840 plus tax; 2.to purchase Playaway Launchpads for children at a cost of \$100 to \$140 each for each library; 3.to purchase Raspberry Pi which is a motherboard plus accessories to make a computer for under \$100. Chris Donovan suggested this and he would be willing to do workshops on how to make the computer and some projects to do with it. For example, he has his home phone system at home running off

Raspberry Pi. It would be a type of Maker Space for us. Barbara had emailed out to the Board and Staff a thirty day trial for Kanopy, a video streaming platform that consist of Classic and documentary films. There is no up-front charge just a pay as you go model. The Board agreed to try Kanopy for in house use for programs in 2017.

The Board directed the CEO to purchase Photoshop Elements and Playaway Launchpads for children with the Capacity Grant.

g)CEO Succession Planning: Barbara suggested that she email a draft ad to the Board for discussion at the March meeting.

h) Ontario Seniors Community Grant 2017-2018: Barbara looked into the grant but unless a member of the Board has an idea for application, we would not apply this year. Barbara will look into applying for funds to purchase Playaway Launchpads for seniors.

8. New or Other Business:

i)Employer Health Tax- A letter was received back from the Ministry of Finance regarding the library's contributions to the Employer Health Tax. The letter concluded that the Library Board should be considered a separate employer for EHT purposes and the account treated accordingly. Therefore the tax rate calculated based only on the remuneration of the library would be 0.98% compared to the 1.95% the Board is currently paying when combined with the Township payroll. Diane Waters has spoken to Jane Corbeil, Director of Finance at the Township and Jane will be applying for a separate account for the Township and will be also requesting a refund from 2012 to the present. Diane and Barbara will monitor this process and follow up with Jane by the end of February.

ii)Policies- a)Meeting the Requirements of the AODA Regulations Policy-Operational

b)Cell Phone Policy c)Digital Camera Policy d)Local History Collection Policy

Motion 17:12

To accept the following policies as presented:

a)Meeting the Requirements of the AODA Regulaions Policy-Operational

b)Cell Phone Policy

c)Digital Camera Policy

d)Local History Collection Policy

Moved by Linda Shannon

Seconded by Susan Stokes

Carried

iii)Review of Mission, Vision & Value Statements + Tag lines: This was deferred to the March Board Meeting. Barbara will send out samples by email before the March meeting.

iv)Programming: Barbara and the staff would like to start a seed library at all three branches. The costs are minimal for seeds and some seed envelopes and plastic containers. Barbara would like to apply for the \$100 grant from the South East Georgian Bay Chamber of Commerce to start the seed libraries in Honey Harbour and Port Severn. In MacTier, we would request some start up funds from the Friends of the Library. The seed library would be a great starting point to have programs on soil, gardening, harvesting and even cooking or preserving. Kathy Kay mentioned Clearwater Farms and will send Barbara the contact information.

Barbara will set up a programming meeting with staff to discuss the types of programs that our customers want and how much staff time would be needed for the planning, marketing and carrying out the program.

9. Closed Session: None

10. Adjournment: The next meeting will be on Wednesday, March 22nd at 4 p.m. in the MacTier Public Library.

Motion 17:13

To adjourn the regular meeting of Wednesday, February 15th, 2017 at 5:52 p.m.


Moved by Teri Restemayer

Seconded by Susan Stokes

Carried


Chair

As Approved: ✓


Vice-Chair

As Amended: _____

March 22/17
Date:

Motion # 17: 15