



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

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

Regrets: Linda Shannon

For the regular meeting on Monday, February 22, 2016 at the Honey Harbour Public Library at 12:30 p.m.

1. The CEO called the meeting to order at 12:45 p.m.
2. To elect a Board Chairperson for 2016

Motion 16:09

To appoint Tracey Fitchett as Chairperson for 2016.

Moved by Diane Waters Seconded by Teri Restemayer Carried

The Chairperson will now run the meeting.

3. To elect a Board Vice-Chairperson for 2016

Motion 16:10

To appoint Theresa Restemayer for the position of Vice Chair for 2016.

Moved by Susan Stokes Seconded by Diane Waters Carried

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

Motion 16:11

To approve the agenda for the regular meeting as presented.

Moved by Diane Waters Seconded by Susan Stokes Carried

6. Approve the minutes from the regular meeting on Wednesday, January 20, 2016.

Motion 16:12

To approve the minutes from the regular meeting on Wednesday, Jan. 20th, 2016 as presented.

Moved by Susan Stokes

Seconded by Diane Waters

Carried

7. Delegations: None

8. Finance, Administration & Legal

a)CEO Report

Honey Harbour-The January circulation was 486.

MacTier- The January circulation was 223. One class is now visiting the library on a regular basis and staff is talking to the principal and the teachers to encourage more visits from other grades.

Port Severn- The January circulation was 200 with 85 customers visiting the library.

Overview- Overdrive e-materials circulation was 416 and Zinio e-magazines was 19 for January.

Barbara Swyers and Chris Donovan, Library IT Technician attended a meeting with Jeff Lees and David Hudson regarding a printer/copier for use of Port Severn Library staff and customers.

The Township will be putting a free standing unit in that building for use of their four staff and for library use. Chris had researched printers and the purchase price was around \$500.00 so that

is the amount that the library would contribute to this purchase. This amount cannot be charged to the Capacity Building Grant as the library will not own this printer. Barbara spoke with

Tracey and it was decided that the library would go ahead in this partnership with the Township as it would save money on toners etc. in the long run. Chris and David will investigate will look

into how library customers can print from their devices once the equipment has been purchased. Barbara attended the Ontario Library Association Conference from Wednesday, January 27th to

Friday, January 29th. Some of the sessions she attended included: How to start a floating collection; Marketing your library; Makerspaces and some spotlight speakers.

Barbara also attended a Pay Equity webinar offered by SOLS.

The donation box from the liquor store netted \$4.05.

The cash management wizard in Symphony Work Flows was installed in MacTier and Port Severn by a technician at Ontario Library Service North. So now all three libraries can do their monthly revenues paperless.

An ad was sent to the Township to be included in the Tax Bill insert.

The 2016 Collection Plan and projected collection budget were emailed to the Board. The Board perused this document.

b)Budget- The cheque register for February was posted on the shared site. The Board perused the 2015 and 2016 trial balance for revenue and expenses. Diane will be contacting Jeff Lees to provide the Board with the details of the surplus amount.

c)Committees

i.) Public Relations- The CEO has started to produce the 2015 Annual Report. Tracey and Barb will work on the Chairperson's report.

ii) Friends of MacTier Library- nothing to report

d)Strategic Plan 2013-2016-

i)Accessible Public Service Committee- The committee met on Wednesday, February 17 at 4:15 p.m. in MacTier. Teri, Linda, Nadine and Barbara were present and Tracey had sent her

review notes prior to the meeting. The committee reviewed 7 Human Resources Policies and then discussed the 2016 Goals. Barbara presented the 2016 goals to the Board.

Human Resources Policies: The Board discussed the changes to each policy. 017 Staff Training & Development, 018 Grievances, 019 Disciplinary Action, 020 Dismissal of Employee, 021 Resignation/Retirement of Employee/Exit Interview plus Appendix A-Exit Interview Form, 022 Personnel Files and 024 Dress, Grooming & Personal Hygiene

Motion 16:13

To accept the following the policies as presented:

HR-017-2016 as amended per discussion

HR-019-2016

HR-020-2016

HR-021-2016

HR-022-2016

HR-024-2016

Moved by Susan Stokes

Seconded by Diane Waters

Carried

ii)Port Severn Committee: Susan Stokes, Diane Waters, Teri Restemayer and Barbara Swyers met on Monday, February 22nd at 10:30 a.m. in the Honey Harbour Public Library. The committee discussed Port Severn and the 2016 action plan.

Susan Stokes presented the action plan for 2016 to the Board.

iii)Sustainability/Funding/Grants: The same members met on Monday, February 22nd at 10:30 a.m. with the Port Severn Committee. The members present discussed the Senior's Community Grant, the Sarah Badgley Grant and fundraising ideas. The 2016 action plan was discussed.

Diane Waters presented the action plan to the Board. She also discussed the fundraising ideas of researching bingo and having a raffle on a basket of prizes for each branch.

Barbara will check with the Township regarding the procedure for a licence.

e)Council Rep Report-

The Fire Chief, Jim Boswell, is retiring this summer. Recruitment will begin shortly for his replacement. Tony Clement has run into a brick wall on the closure of the TD Bank in MacTier. However, a meeting is being scheduled with a local credit union to pursue banking options.

The TGB Corporate Strategic Plan which incorporates over 400 comments was approved. Council requested a presentation on internet services and problems throughout the Township.

A Provincial grant application will be filed for 100% funding for Electric Vehicle Charging Stations both for fast charging (20-30 min.) and slow charging (2.5 hr.) in Port Severn and MacTier. Honey Harbour would receive a slow charging station.

A process for releasing Canada 150 grant funding from TGB to all Wards was approved. \$12,500 is available this year.

Campbell Strategies has been hired by TGB, Muskoka Lakes and Lake of Bays Townships to lobby the Provincial Government and OPP to change the Police Service Act to allow our Townships to charge policing directly under "pay for service". Presently we pay according to our assessment base which is several hundred thousands above what we use.

The new boat launch at the Port Severn Park will be build in March and will contain a concrete pad. Council and Senior Staff spent Tuesday morning on in-house communication training. Council also is reviewing how we communicate with our residents both local and seasonal. A workshop will be held with cottage and local organizations sometime in June or July on this and other topics.

A consultant will be retained for the purpose of completing a Business Retention and Expansion Plan for MacTier. Such studies identify business and funding options that allow small businesses to adapt and expand.

The Building Dept. provided year end statistics. Building permits are up (514 in total) as well as inspections (1665 in total) for a total building value of \$22,831,571. 254 septic systems were inspected with 69 systems requiring minor repairs. Only 1 system had sewage on the ground. In the last few years 1,454 septic systems have been inspected out of approx. 5000 systems.

MacTier, in its strive to brand itself as a cycling centre, will see the main road into town from the old Hwy 69 (Lake Joseph Road) getting a bike lane and the lands behind the LCBO used as a future event staging area.

f)Capacity Building Grant- The amount of \$3,369 has to be spent by March 25, 2016. The Board discussed this expenditure.

g)CEO Succession Planning- The Board discussed a five step salary scale for the CEO job class.

Motion 16:14

To change the CEO salary grid from seven steps starting at \$22.50 to five steps as per the attachment.

Moved by Diane Waters Seconded by Susan Stokes Carried


- 8. New or Other Business:
 - 1. **Ontario Seniors Community Grant 2016-17- The deadline for applications is March 4, 2016.** The library will be applying for a grant for homebound service to seniors.
 - 2. Canada 150 in 2017-The library board discussed this and will make plans once they know what the community is doing to celebrate this event.
 - 3. Meeting date changes- Tracey has approved Barbara's vacation from May 7 to May 20th. The meeting date of Thursday, May 19th at 7 p.m. was changed to Thursday, May 26 at 7 p.m. in the MacTier Public Library.
- 9. Closed Session: To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel.
No Closed Session
- 10. Adjournment: Next meeting is on Monday, March 21 at 4:15 p.m. in the MacTier Public Library.

Motion 16:15

To adjourn the regular meeting of Wednesday, Feb. 22nd, 2016 at 2:14 p.m.

Moved by Diane Waters Seconded by Susan Stokes Carried


Chair

As Approved: 


Vice-Chair

As Amended: _____

March 21, 2016
Date:

Motion # 16:18