



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 Wednesday, January 20, 2016 at the MacTier Public Library at 4:15 p.m.

1. Board Chair will call the meeting to order

Motion 16:00

To call to order the regular meeting of January 20th, 2016 at 4:25 p.m.

Moved by Diane Waters Seconded by Teri Restemayer Carried

2. Disclosure of Pecuniary Interest
3. Approve agenda

Motion 16:01

To approve the agenda for the regular meeting of January 20th, 2016 as presented.

Moved by Diane Waters Seconded by Teri Restemayer Carried

4. Approve the minutes from the regular meeting on Thursday, November 12, 2015.

Motion 16:02

To approve the minutes from the regular meeting of November 12th, 2015 as presented.

Moved by Teri Restemayer Seconded by Diane Waters Carried

5. Delegations:
6. Finance, Administration & Legal

a)CEO Report

Honey Harbour: The circulation for November was 582 and December's was 494. There were 5 class visits in November with 106 children and 2 class visits in December with 42 children.

MacTier: The November circulation was 144 and December was 273. Classes from the MacTier Public School have not visited the library yet and the school is being contacted again.

In 2015, the MacTier Library was approached by HANDS, the family help organization about using the community room every morning to tutor an autistic child in MacTier. After a meeting for the HANDS consultant to evaluate the space and several phone calls, HANDS agreed that they could work in this room. The library agreed that there would be no fee, but that HANDS would give a donation at least once a year. The CEO received a phone call from the consultant in January stating that the mother was now comfortable with her son attending the program in Parry Sound so they would not need to use the room after all.

Port Severn: The November circulation was 287 with 100 customers and December's was 223 with 79 customers.

Overview: Barbara attended a Jasi Steering Committee Conference call.

Deb Barkley had her annual review in November, 2015.

A letter signed by Tracey Fitchett, Board Chairperson was sent on December 8th to the Honorable Michael Coteau, Minister, Tourism, Culture and Sport regarding the loss of Provincial funding for library databases. A reply was received stating that libraries can use the current Provincial Capacity Building Grant to purchase database subscriptions.

Zinio e-magazines has been renewed for 2016 and now library customers have access to 50 e-magazines an increase of 25 from 2015.

Twice a year in January and June/July, the LCBO provides their donation boxes for charitable organizations in the community. A request letter has to be sent to the Regional Manager three months in advance. The manager of the Honey Harbour location informed the CEO about this program in early January. Barbara emailed the request letter and was approved so the two donation boxes in the Honey Harbour store will be for the Honey Harbour library in the month of January. The library supplied the 5" X 5" advertising card for the boxes. The library will be sending request letters to participate in the June/July Local Charity Box collection program for the stores in Honey Harbour, MacTier and Port Severn.

There are many reports and forms that have to be completed at year end by the CEO. They include: Interloan statistics form to Southern Ontario Library Service, copy of the 2015 Library's donors and charitable donations receipts, online report to Information and Privacy Commission, materials order form for the Summer Reading Club and the + Board and Staff vehicle information to Township for 2016 parking permits.

b) Monthly Budget Expenses: The 2015 and 2016 cheque registers were posted on the shared site. The Board requested that a trial balance of all accounts be presented on a monthly basis. The CEO will provide this document.

c) Committees

i.) Public Relations Committee: The CEO will be working on the Annual Report for 2015 and the Cottage association flyer and the flyer for local bulletin boards. The library's ad was sent to the Honey Harbour Hoots and the Gloucester Pool Magazine.

Marketing materials will be provided to Board Members for the annual cottage association general meetings this summer.

The Muskoka CEO committee would like to place a joint ad in the Muskoka magazine for 2016 and the cost would be about \$200 each. The Board discussed this expense and decided not to take part in this joint venture due to lack of funds and also the Board would rather participate in more local advertising.

ii) Friends of MacTier Library: The Friends held a General Meeting on Wednesday, November 25, 2015. This is the first meeting since February, 2013. Three people attended in addition to the executive. Two members of the Friends walked with the Friends' banner in the Santa Claus parade. The Friends provided free hot chocolate and cookies to the community for

the Christmas Train. Brenda Baker announced that she was stepping down as Chairperson but would still be around to assist at events. Elections were held for a new executive and they are: Judy Leadbetter, Co-Chairperson with Amy Andrews; Bill Demkiw, Secretary; Gail Demkiw, Treasurer, Kim Lashbrook and Heather Mahon, Directors at Large; Barbara Swyers, Board Liaison. The Friends have a balance of \$4078.27 as of November 25, 2015.

d)Strategic Plan 2013-2016-

The Board discussed plans for the new Strategic Plan, 2017-20. The Board directed the CEO to research grants to hire a facilitator at a cost of \$1500.00.

The Board Chair asked members if they wanted to serve on the same committee for 2016 or make a change. The Port Severn and the Sustainability/Funding/Grants committees will amalgamate and of course any other Board Members are welcome to attend. The next meeting for these two committees will be on Monday, February 22nd, 2016 at 10:30 a.m. in the Honey Harbour Public Library.

i)Accessible Public Service Committee: The remaining Personnel Policies will be sent out to committee members to review and then a meeting date will be set.

ii)Port Severn Committee: A meeting date will be set. The 2015 accomplishments were presented to the Board by Susan Stokes.

iii)Sustainability/Funding/Grants: This committee will meet with the Port Severn Committee.

e)Council Rep Report: The Council report from Kathy Kay was sent out to all Board members.

- A 3 season food truck has been approved for Honey Harbour on Franks Lane just behind the Liquor Store. Opens in May.
- Jim Boswell – Fire Chief – will be retiring in July of this year
- TGB budget increase will be 1.3%. It is anticipated when the District of Muskoka and Education is added in, the final increase will be less then 2%.
- The Township is registering 4 commercial lots for sale on Lone Pine Road in Port Severn – north of the Township offices - each lot backs onto Hwy 400.
- The 2 Councillors that will join the 5 public members of the Committee of Adjustment for 2016 are Councillors Douglas and Kay. Council representation on the CoA will now be by annual appointment whereas public representation remains for the full term of Council.
- The culvert associated with the Stewart Lake control structure will be replaced before spring
- The Executive Director of Georgian Bay Assoc., Bob Duncanson, provided an update on the Nov. 2015 approved Provincial Great Lakes Protection Act. The Act provides for more public input and makes all Provincial Ministries responsible for funding and establishing targets.
- A petition objecting to a development in Macey Bay, Honey Harbour was outlined by Tom Bain. Although there is presently no proposal on the table, local residents are concerned about the potential of a large number of trailers. Council intends to use whatever legal and environmental means to minimize this number.
- Council received the final draft of the community based strategic plan that will govern council direction over the next 4 years. Action items were established for the environment, economic, social and cultural guiding principles.

- Staff will apply for a Federal Canada 150 grant to fund a legacy sculpture project that will see individual sculptures in each Ward representing Township history. This is in addition to the previously applied for \$25,000 – funds to be matched by the Township so each Ward in the Twp can host Canada 150 celebrations.
- Paul Wiancko presented the results of the 2015 water quality and bacteria Fall sampling program from eight inland lakes (Severn River, Gloucester Pool, Baxter Lake, Six Mile Lake, Gibson Lake, Go Home Lake, Galla Lake and Stewart Lake). The report should be on the Township web site in the next week or so.
- Staff will investigate and actively pursue with the Federal Government the concept of establishing ‘No Wake Zones’ or ‘Minimize Wake Zones’ on our water bodies. This may be a long process or a dead end but worth a try. The VORR (Vessel Operation Restriction Regulation) – the process which enables speed restrictions to be implemented (ie – 9K zones) – is a long process for the Twp (about 2 years) – and there has not been a successful one in 10 years!
- The Township’s Strategic Plan was passed at the COW meeting. This plan is up for public review until January 26th. The plan will be on the Council agenda for February 8, 2016.

f)Capacity Building Grant: This grant is for \$3,369 and has to be spent by March 25th. Barbara will be meeting with Jeff Lees, Director of Finance and David Hudson, Township IT to discuss the purchase of a public laser printer for Port Severn. The library’s IT Technician will suggest two or three printers for purchase. The balance of the funds will need to be spent by the deadline date. The Board discussed this expenditure.

g)Library Budget: i)2016 Budget

Diane Waters and Tracey Fitchett had a meeting with Mayor Larry Braid, Jeff Lees, Director of Finance and Laurie Kennard, CAO to discuss the budget and the Township grant. Council approved a 2.4% increase to the Township grant with no reduced library hours. The Library Board can move funds within the various account lines without the approval of Council. Diane suggested that the Board examine each budget line in comparison to the last couple of years expenditures. Jeff Lees will attend a Board meeting in the spring to explain the 2015 audit figures.

ii)CEO Succession Planning: Council did not give any extra funding for CEO Succession Planning. Kathy Kay suggested that the Board do some more research regarding the CEO position for the future.

Motion 16:03

To accept the Township of Georgian Bay Public Library Board budget for 2016 as presented.

Moved by Diane Waters

Seconded by Teri Restemayer

Carried

8. New or Other Business:

1. 2016 Library Board meeting dates: The Board set the schedule for 2016.

2. Ontario Seniors Community Grant 2016-17: The application is due March 4, 2016. This item was deferred to the committee meeting on February 22, 2016.

3. Southeast Georgian Bay Chamber of Commerce: Marianne Braid, Chamber Manager sent out a membership application to all non-profits. The membership fee would be \$69 for 1 year. The Board directed the CEO to apply for a membership for the library.

Motion 16:04

To pay \$69 to join the SEGBAY Chamber of Commerce for 2016.

Moved by Diane Waters Seconded by Teri Restemayer Carried

4. Canada 150 in 2017-this discussion will be deferred to the committee meeting on February 22, 2016.

5. MagnusCards: Barbara informed the Board about this mobile app. MagnusCards are a digital card collection app and each card deck presents step-by-step instructions for a variety of life skills. The package for libraries would include five card decks and five months of marketing for a total cost of \$5,000. The library's customers would be able to access all of the life skills card decks with this purchase. The Board directed the CEO to research a grant for this service.

9. Closed Session: To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel.

Motion 16:05

To enter into a Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel. At 6:10 p.m.

Moved by Teri Restemayer Seconded by Diane Waters Carried

Motion 16:06

To adjourn from the Closed Session at 6:25 p.m. with a report.

Moved by Teri Restemayer Seconded by Diane Waters Carried

Motion 16:07

To increase the salary of the Township of Georgian Bay Library Board staff by 1% for 2016 retroactive to January 1st, 2016.

Moved by Teri Restemayer Seconded by Diane Waters Carried

10. Adjournment:

Motion 16:08

To adjourn the regular meeting of January 20th, 2016 at 6:30 p.m. Next meeting on February 22nd at 12:30 p.m.

Moved by Diane Waters Seconded by Teri Restemayer Carried

TFitchett
Chairperson

As Approved: ✓

TRestemayer
Vice-Chair

As Amended: _____

Feb. 22/2016
Date:

Motion # 16:12