

6. Approve the minutes from the regular meeting on Thursday, November 10, 2016.

Motion 17:03

To approve the minutes from the regular meeting of Thursday, Nov. 10th, 2016 as presented.

Moved by Susan Stokes Seconded by Linda Shannon Carried

7. Delegations: None

8. Finance, Administration & Legal

a)CEO Report:

Honey Harbour: The November circulation stats were 590. Four classes visited the library with 57 children. The December stats were 459. Four classes visited the library with 47 children. Jody, her two daughters and a student volunteer participated in the Honey Harbour Parade on Sunday, December 4th at 1 p.m.

MacTier: The November circulation was 333. The last preschool story time was held with 3 children. The December circulation was 349. The 4 sessions of Tea and Tech attracted 25 people in total.

The quilt was moved to over the fireplace and the wall in the children's department has been decorated with Dr. Seuss removable stickers. The staff have had many favourable comments. Nadine and Jen participated in the MacTier Santa Claus Parade on Sunday, December 4th at 5 p.m.

Port Severn: The November circulation was 150 with 84 people visiting the library. The December stats were 166 with 75 people using the library.

Overview: Deb Barkley had here yearly review in November.

Diane Waters and Susan Stokes presented the future goals of the Library Board to Committee of the Whole on Tuesday, November 15, 2016. Diane and Susan stressed the importance of having the main library in Port Severn which would include the CEO's office, cataloguing department and a work room.

The final report of the grant was submitted to Pay It Forward Muskoka before the deadline date. Barbara attended the budget hearing for the library on Tuesday, December 6th. There were a few questions at that time.

The Canada Summer Student Job Grant was submitted online on December 27, 2016.

The shared Overdrive collection had its highest number of checkouts every in 2016, reaching 2,207,426 materials downloaded.

An information ad was sent to the Township to be included in the Township news flyer being inserted into the tax bills for 2017.

A library ad was submitted to the Honey Harbour Hoots and the Cognashene Cottager for their 2017 magazines.

Our library joined the other Muskoka Libraries in celebrating Family Literacy Day on Friday, January 27th. Everyone was encouraged to read for 15 minutes on that day and report it to their local library. The goal for each library system is to reach 150 reads for Canada's birthday. Our total was 189.

b)Budget: Jane Corbeil, Director of Finance informed me that there were no changes to the library budget so far. The Township budgets will be passed in February, 2017. The cheque registers, one for 2016 and one for 2017 expenses were emailed out to the Board. The 2016 Trial Balance sheets were handed out to the Board for any discussion.

c)Committees

i.) Public Relations: Nothing to Report

ii) Friends of MacTier Library: Nothing to Report

d)Strategic Plan 2017-2020-To remind all Board members about the Strategic Planning Meeting on Saturday, February 4th at 9:30 a.m. in the Baxter Ward Community Centre. Lunch & snacks will be provided. Bring your SWOT sheets with you to the meeting. The consultant is Sophie Mathewson from Prism Group.

e)Council Rep Report: Council Update-Jan. 9/2017

Council unanimously reaffirmed their support that the Township WILL be defending the Official Plan and Zoning By-laws when it comes to the Macey Bay OMB Hearing on Jan. 23, 2017.

The policy for public disclosure of information will again be reviewed at our Feb. 13th Council meeting to ensure information that should be made available to the public is available in a timely fashion.

The OSPCA in Midland will be handling our animal pound services. Our By-law Enforcement Officer is trained to capture stray dogs.

A two year extension was approved for the Middleton Subdivision on Stewart Lake in MacTier Council was required to rescind approval for a new septic system and buggy extension for an island on the border between TGB and Tiny Township since proper notice was not provided to the Tiny Township residents. The whole planning process needs to be repeated including another public meeting.

Grant allocations were approved for the Southern Georgian Bay Chamber of Commerce (\$5K) and inland lake water quality studies (\$5K) for 2017. Meanwhile, the results from the 2016 Inland Water Quality Report was presented to Council.

Councillors Douglas and Bocek have been assigned to the Committee of Adjustment for 2017. The 2017 final budget will be approved at the Feb. 13th Council meeting.

Operations staff have reviewed the condition of all roads in the Township and have prepared upgrade costs and priorities.

A resolution for planning staff to specifically review basement gross floor area (GFA) was withdrawn since this review was already underway for Six Mile Lake (SML). This issue may be revisited once the GFA Interim Control By-law for SML is resolved this Spring.

f)Capacity Building Grant: The library has the final installment of the Ontario Libraries Capacity Building Grant totalling \$3,383 so spend by March 31, 2017. The funds can be spent on technology, staff technology training, collections and website design and accessibility. Some suggestions include: purchasing Photoshop Elements for 1 staff and 1 public computer in each library for a total of approximately \$1,000; Leap Frog Readers for children at \$100 to \$140 each; Printmaster for 1 public computer per branch at \$50 each. Tracey informed the Board that in Printmaster, you cannot save your work in another platform like Word or download on a Flash Drive so whatever someone creates in Printmaster can only be used in Printmaster. Barbara will research for a different software. The library's licences for Microsoft Office 10 have run out so there is a need to purchase new Office licences as we acquire new computers for staff and the public. Microsoft is offering Office 2016 as a subscription cost of \$99 per year and this can be loaded on 5 computers and would include any updates during the year. The cost to purchase the Office software for 1 computer is \$299. Barbara suggested purchasing 3 subscriptions which would update all public computers and we could update the staff computer in Port Severn, 2 staff computers in Honey Harbour and MacTier. The Board discussed the sustainability for this purchase.

The Library Board asked Kathy Kay to investigate what is happening with the Port Severn Library move to Bressette House and if there already is an engineer's report.

g)CEO Succession Planning: Nothing to Report

9. New or Other Business:

i. Ontario Seniors Community Grant 2017-2018-This grant is due by March 3, 2017. The Board discussed the grant criteria and whether we had a project to apply for. Barbara will look into Website updating.

ii)Policies- a)Reference & Information Policy b)Unattended Children in the Library

c)Safety, Security & Emergencies in the library.

The policies were emailed to the Board and discussed at the Board meeting.

Motion 17:04

To accept the following policies as presented:

a)Reference & Information Policy

b)Unattended Children in the Library Policy

c)Safety, Security & Emergencies in the Library Policy

Moved by Susan Stokes

Seconded by Teri Restemayer

Carried

10. Closed Session: No Closed Session

11. Adjournment: The next meeting will be on Wednesday, February 15th, 2017 in the MacTier PL.

Motion 17:05

To adjourn the regular meeting of Monday, January 30th, 2017 at 5:27 p.m.

Moved by Linda Shannon

Seconded by Susan Stokes

Carried


Chair

As Approved:


Vice-Chair

As Amended: _____

Feb. 15/17.
Date:

Motion # 17:09