

To accept the Draft Financial Statements as presented.

Moved by Susan Stokes

Seconded by Kathy Kay

Carried

6. Finance, Administration & Legal

CEO Report

Honey Harbour-The circulation for May was 932. There were 5 class visits with 95 children. Honey Harbour will hold its annual Canada Day celebrations on Saturday, July 2nd from 9 a.m. to 2 p.m. The library will have its big book sale and will have a fish pond and face painting for the children.

MacTier-The May circulation was 425. There were 2 class visits with 36 children. Jen McCron has passed her two excel courses, Information Services and Basic Collection Development. Hostas donated by Susan Stokes and Diane Waters were planted in the MacTier gardens to replace some dead perennials. The hostas are being watered by the staff and they should perk up soon.

Port Severn- The May circulation was 216 with 94 people visiting the library. The printer/copier has been installed and it is getting set up for public use.

Overview- Overdrive had 423 downloads and Zinio e-magazines had 8.

The Township is hosting a two day First Aid/CPR/AED training on Wednesday, October 19th and Thursday, October 20th, 2016. This is a legislative requirement for employers. The cost is \$120 plus HST per employee. Currently the library has one staff member who has the First Aid/CPR/AED training in Honey Harbour. The Board discussed this expenditure and felt that it is important that every staff member has this certificate. Barbara and Jody will work in MacTier and Honey Harbour, respectively on the Wednesday and the Port Severn Library will be closed on that day so that staff can attend this course. Signs will be posted and put on the website and Facebook regarding the one day closure in Port Severn.

The donation cards for each branch have been taken to the Liquor stores in Honey Harbour, MacTier and Port Severn for the community fundraising campaign from June 19 to July 16. Barbara attended the Township Senior Management Team meeting on June 1st and the SOLS CEO meeting At Bradford West Gwillinbury Library on June 2nd. SOLS is having several staff retire this year and so they are shifting their staff to different positions. Our new SOLS rep is Alexandra Taylor who will replace Alyson Fox. Alyson will be doing other duties at SOLS. Barbara interviewed three students for the summer student job position. Barbara has hired a student for the summer, Matthew Hawley and he will start on June 28th and will work two days a week in Honey Harbour and two days in MacTier plus Saturdays for 30 hours per week for 9 weeks.

The Summer Reading Club theme is Wild and this program will be starting on July 2nd in Honey Harbour and MacTier. Both libraries will have Readopoly for the children as well as other programs throughout the summer months.

A list of exterior building repairs was sent to Tom Young and copied to Brad Sokach. Staff is checking off the items when they are completed. The repair of the wood trim and the painting in MacTier as well as the two entrance doors in Honey Harbour have been put on the budget list for 2107 by Brad.

Honey Harbour and MacTier have now connected to Bell Internet. MacTier has 10 gb. but Honey Harbour could only get 5. All the computers in MacTier are now connected to Bell and staff will monitor the speed throughout the summer and if everything works well, we will cancel the Auracom provider. In Honey Harbour the staff computers will be connected to Cottage Country Internet and all of the public computers will use Bell.

b) Budget- The cheque register was sent out to the Board. The trial balance to date was handed out. The Board discussed these two documents.

c) Committees

i.) Public Relations: The Annual Report 2015 has been mailed out and sent to the Mayor and Councillors as well as Township managers. An email regarding the Annual Report was received from Robert and Katherine Byrnes and was read to the Board by Tracey Fitchett.

ii) Friends of MacTier Library-Nothing to report

d) Strategic Plan 2013-2016-

i) Accessible Public Service Committee-A meeting will be held on Wednesday, July 6 at 4 p.m. in the MacTier Public Library.

ii) Port Severn Committee- The committee will keep up-to-date on any information from the Township regarding the renovation of Bressette House for the Port Severn Library.

iii) Sustainability/Funding/Grants- Nothing to report

e) Strategic Plan 2017-2020- A draft survey was given out to the Board for their comments. This survey prepared on Survey Monkey will be posted on the website and handed out in the libraries.

f) Council Rep Report—A couple of proud moments – 1. At the May 9th meeting, Council approved a \$5,000.00 donation to the Red Cross to assist the residents of the Fort McMurray fire. 2. At the June 13th meeting, Council raised the Pride Flag to half-mast in support of the victims of the mass murder in Orlando, Florida.

TGB 2015 Audit report was approved. There were no surprises.

District Staff provided an overview of the new updated water quality model that will be used to determine the sensitivity of lakes and bays. While the old model relied heavily on phosphorous levels, which have not significantly changed over the years, the new model will rely on planning regulations to prevent pollution.

The decision to cancel the Six Mile Lake Official Plan Amendment was deferred for further clarification from the Association.

The TGB Heritage Committee membership was approved with members from MacTier, Port Severn and Honey Harbour.

We have a new Deputy Clerk – Amber McDonald and a new Director of Financial Services/Treasurer – Jane Corbell. We are slowly getting back to full complement which is always difficult for smaller municipalities.

Council unanimously approved the Canada 150 legacy project to relocate the heritage cottage used by the famous Canada painter David Milne from 1933 to 1937 on Six Mile Lake to the TGB heritage site next to the Port Severn Petro Canada Station (Bressette House property). This will be mostly a volunteer project and hopefully used as an arts center.

An environmental consultant will be retained to start the long project to update the 1996 mapping of fish habitat throughout TGB. Initial steps will be a desk top aerial photo review.

The Baxter Snow Riders will be installing a public outhouse close to the Port Severn trail system and their clubhouse with financial assistance from TGB of up to \$2,500 from its Parks Fund.

TGB will be requesting the District to widen the gravel roadsides from Honey Harbour to South Bay Road to allow safer walking and biking.

g) Capacity Building Grant- Nothing to report

h) CEO Succession Planning-Nothing to report

i) Ontario Seniors Community Grant 2016-17- Barbara spoke with a representative and found out that the assets requested in the grant can only be 25% of the total funding request. The funding request was for \$3800.00 so the amount for Large Print and Audiobooks should have totalled \$950.00 instead of the \$2700 applied for in the grant.

k) Canada Post Children's Grant- Nothing to report

1)SEGBAY Chamber After 5 Meet & Greet- Nothing to report

7. New or Other Business:

i)Policy Review:

a)Board Advocacy b)Environment c)Proctoring d)Service Levels e)HR-023-2016 CEO Performance Evaluation

The Board reviewed and discussed these policies.

Motion 16:37

To accept the following policies as presented:

A-Board Advocacy Policy-Governance

B-Environmental Policy

C-Proctoring Policy

D-Service Levels Policy

E-HR-023-2016-CEO Performance Evaluation

Moved by Kathy Kay

Seconded by Susan Stokes

Carried

ii)SOLS Library Board Rep

Motion 16:38

To approve Teri Restemayer as the appointed SOLS Rep for 2016 & 2017.

Moved by Diane Waters

Seconded by Linda Shannon

Carried

iii)SOLS report-Teri Restemayer

SOLS Meeting – Gravenhurst Public Library, April 30, 2016

Allyson Fox presented information about the Code of Conduct stating that it was new.

Also she explained the process of Accreditation and what was expected of the Library and the steps that are required.

Pay Equity was also discussed, stating that it must meet the same standards as the municipality. It was suggested that the boards refer to Learn HQ.

There was a reminder that the SOLS Board was being downsized from 20 representatives to 10. (1 member from each of the trustee areas and 2 from the Ministry.) Elections were held that day.

The Ontario Library Board Association (OLBA) rep gave an overview of their role, and suggested strongly that boards do the Learn HQ module as a group. This is an often-suggested learning tool for Library Boards to use. She also suggested that there are awards and bursaries available and check the OLBA web site.

Next on the agenda was the Round-Table discussion. It is very interesting and informative to hear what other Libraries from our region are involved in. I gave a report of the many things we were involved with.

Lunch was served and the meeting ended at 1:00.

The next meeting is planned for November 5, 2016 in Wasaga Beach.

8. Closed Session: No Closed Session

9. Adjournment: The next meeting will be on Thursday, August 18, 2016 at 7 p.m. in the MacTier Public Library.

Motion 16:39

To adjourn the regular of June 16th, 2016 at 8:39 p.m. and to remind board members that the next scheduled meeting will be held on Thursday, August 18th, at 7 p.m. in the MacTier Public Library.

Moved by Linda Shannon

Seconded by Susan Stokes

Carried

L. Restemayer
Chair

As Approved: ✓

S. Stokes
Vice-Chair

As Amended: _____

Aug 18 / 2016
Date:

Motion # 16: 44