



6. Finance, Administration & Legal

a)CEO Report

Honey Harbour- The circulation for February was 503. There were 2 class visits with 44 children.

MacTier- The February circulation was 253. There were 2 classes with 36 children.

MacTier Library offered three March Break Programs. The craft program on Tuesday, March 15 attracted 16 children, 13 children attended bingo on Wednesday and 9 children came out for the story time on Friday.

Port Severn- The circulation for February was 205 with 63 people visiting the library.

Overview- The e-materials downloads were 417 and Zinio e-magazines were 43.

The online application for Canada Summer Student Jobs was completed and e-filed on Wednesday, February 24<sup>th</sup>.

Barbara attended an information session for the Ontario Trillium Foundation in Bracebridge on March 8. This was very informative as the Trillium Foundation has changed its grants and criteria as of 2015.

b)Budget- The March cheque register was downloaded on the shared site. The trial balance for revenue and expenses was handed out and reviewed.

c)Committees

i.) Public Relations- The Annual Report is being worked on. The library brochure was discussed.

ii) Friends of MacTier Library- nothing to report

d)Strategic Plan 2013-2016-

i)Accessible Public Service Committee-The committee met on Wednesday, March 9 at 4:15 p.m. in the MacTier Public Library to continue the Human Resources Policy Review. The following policies were discussed by the Board.

a)HR-018-2016-Grievances b)HR-025-2016-Human Resources Management

c)HR-026-2016-Human Rights-Discrimination and Harassment

d)HR-027-2016-Prevention of Workplace Violence

e)HR-028-2016-Retirement and Long Term Service Recognition

f)HR-029-2016-Social Media: Computer, E-Mail and Internet Use

Motion 16:19

To approve the following Human Resources policies as presented:

HR-018-2016-Grievances

HR-025-2016-Human Resources Management

HR-026-2016-Human Rights-discrimination and Harassment as amended.

HR-027-2016-Prevention of Workplace Violence

HR-028-2016-Retirement and Long Term Service Recognition

HR-029-2016-Social Media: Computer, E-Mail and Internet Use as amended.

Moved by Diane Waters

Seconded by Linda Shannon

Carried

ii)Port Severn Committee-nothing to report

iii)Sustainability/Funding/Grants-Barbara investigated obtaining a licence for the basket draw and was informed that because the library is under the Municipality, it is not eligible for a gaming licence. Barbara will research this some more and report back at the April meeting.

A flyer is being designed to advertise fundraising for the DVD collection. Diane and Teri will be adapting the Wish Upon a Star boards for this summer's campaign.

Permission has been granted to put two donation cards on the charity boxes in the MacTier LCBO from June 19 to July 16. A request has also been sent to the regional rep for the Honey Harbour and Port Severn LCBOs.

e) Strategic Plan 2017-2020- Jennifer Schnier and Barbara have been researching grants to pay for a consultant but unfortunately there are no grants available that would pay this fee for a library. The Board discussed how to proceed. A customer survey of 3 to 5 questions will be prepared to be handed out, sent to the Cottage Associations, posted on Survey Monkey and the website at the beginning of June until the end of August.

f) Council Rep Report-A public meeting to discuss the schools in Honey Harbour will be held at Baxter Ward Community Center on Saturday, April 9 from 10 a.m. to 12 noon. Inspector Ed Medved from the Bracebridge Detachment provided 2015 statistics for the northern half of the Township. All types of crimes were down from 2014. Five people were killed in traffic accidents and close to 2,900 speeding charges (up 800 from 2014).

The Mayor, Tony Clement and our District Chair John Klink will be meeting with an interested Credit Union about banking in MacTier.

The Township has decided against assuming the downloading responsibility from the District to assess subdivisions. Forecast savings would not be achieved. However, some minor efficiencies have been identified.

The Township has agreed to fund half the cost (\$45K) with the District of a bike lane into MacTier from the old Hwy 69.

Council passed a motion to request the Federal Government to change the Canadian Shipping Act to permit the enforcement of "No Wake Zones". The motion will also be sent to all Ontario Municipality requesting support.

Council assessed the need for additional resources this year for the Township septic system inspection program. One additional seasonal inspector would be as low as \$36K. Council deferred the decision until budget discussions for next year. Meanwhile more effort will be afforded road assess systems this year.

A request for matching funds of \$5K by the Honey Harbour Association to continue their control efforts against Phragmites was defeated. A policy will be developed for next year so other Assoc. can apply at budget time.

Council's Procedural Policy was updated to allow more than 3 Councillors to attend the same functions, such as cottage AGMs, and not be required to call a Special Meeting. Notification of attendance will be noted on the Township website.

Seasonal contracts for roadside mowing, brushing and winter plowing were approved.

Planning staff will be preparing a "Coles Notes"/flow chart on the planning approval process to obtain building permits which are somewhat more complicated as a result of passing of the new Official Plan and Zoning By-laws.

g) Capacity Building Grant- The Board discussed using the funds for collections at the last meeting. Barbara was researching the ability to print from all devices in Honey Harbour and MacTier Libraries. Convergent Technologies in Barrie is no longer under contract with Envisionware in the States so the library will be dealing with Envisionware directly. PC Reservation and LPT1 are products of Envisionware. Envisionware has an additional software product called MobilePrint that works the same way as LPT1 for staff purposes and allows customers to print from their devices. The cost for a two year subscription is \$1833 Canadian and after obtaining approval from Tracey Fitchett, Board Chairperson, a two year subscription has been ordered for Honey Harbour and MacTier. The extra expense will be taken from the MacTier Reserve.

h) CEO Succession Planning- Barbara is gathering CEO evaluation forms from other libraries and the Township in order to present a report to the Board at the April meeting.

Motion 16:20

To acknowledge that the CEO's yearly report for 2015 has been submitted and that the Board has completed the CEO's annual review for 2015. The Board congratulates Barb Swyers on another successful year.

Moved by Linda Shannon

Seconded by Diane Waters

Carried

i)Ontario Seniors Community Grant 2016-17-The grant was submitted online by the deadline date of Friday, March 4<sup>th</sup>.

7. New or Other Business:

1. Sarah Badgley Literacy Fund Grant-Letter of Intent- This letter was emailed out to the Board and is due by April 11<sup>th</sup>. The Board discussed this grant letter of intent. No changes were made to this letter, so it will be sent to the Rural Learning Association this week.

2. Canada Post Children's Grant- This grant is due on April 11<sup>th</sup>. The Board discussed the possibility of applying for funds to host Exam Cram nights in Honey Harbour and MacTier. Barbara will fill out the application and then send it out to both the Board and Staff for their input.

3. SOLS Trustee Rep Council Meeting-Saturday, April 30, 10 a.m. to 1 p.m. in Gravenhurst. Teri Restemayer will attend and she will take Susan Stokes with her if possible.

4. Chamber After 5 Meet & Greet- The Board discussed the date and the program. This will be held on Wednesday, June 8th, 2016 from 4 to 7 at the Honey Harbour Public Library. The program and refreshments will be decided at the April meeting.

9. Closed Session: No Closed Session

10. Adjournment: Next meeting is on Thursday, April 21 at 7:00 p.m. in the Honey Harbour Public Library.

Motion 16:21


To adjourn the regular meeting of Monday, March 21, 2016 at 6:02 p.m.

Moved by Diane Waters

Seconded by Linda Shannon

Carried

  
Chair

As Approved: 

  
Vice-Chair

As Amended: \_\_\_\_\_

  
Date:

Motion # 16: 24