

the renovation and structural work needed to convert Bressette House into a library. She will keep the CEO informed of any developments. No designs for the renovation have been received yet as the structural work has to be done first. The Board discussed this issue and decided that a letter should be sent to the CAO and the Mayor to voice the Board's concerns about the renovations and the future of the Port Severn Library in Bressette House. Diane will draft the letter and email it to the Board for input.

Overview: Overdrive downloads for February were 333 and Zinio e-magazines were 42. Barbara attended the Senior Management Team Meeting; a meeting with Connie Devlin, Director of Human Resources; a staff programming meeting and a webinar on Project Outcome. The new staff salary rates were sent to the Township and staff is now being paid the 2017 rate and have received the retroactive pay to January 1st, 2017.

Barbara is meeting with Jennifer Gingras, District Community Services Outreach Worker and Connie Devlin, Director of Human Resources to discuss partnering and collaborating with Jennifer in order to better serve the residents in our Township.

The Chamber would like to have some businesses host an After Hours Event in April, May, September or October. The Board discussed this.

Barbara and Deb attended a meeting at the Honey Harbour Library with Lindsay Matthews, Fire Prevention Officer, Tony VanDam, Fire Chief and Corinna Guest, By-Law Officer. Deb arranged this meeting as she is taking a six week course on Outreach through the Southern Ontario Library Service and her assignment was to actually reach out and partner with an organization and as we have discussed burn permits and dog tags being available at the libraries, this was the appropriate time to request a meeting with Township staff. This meeting was very positive and the Fire Chief, Lindsay and Corinna are very open to partnering with the library and also for participating in programs at the library with Sparky the Fire Dog. Lindsay had prepared fifty burn permits for each library along with a procedures sheet and provided some fire safety frigid magnets. The By-Law Officer talked about the sale of dog tags in the library which she is in favour of. An email was received from Corinna yesterday and she will be delivering a procedures sheet and the dog tags for each library to the Honey Harbour Library for distribution. The availability of the burn permits and dog tags increases Township services to the residents the especially since the library has open hours on the weekends.

b) Budget: i) Cheque register was emailed to the Board and discussed at the meeting.

ii) Trial balance for 2016 and 2017 was handed out and perused by the Board. The library has an insurance reserve from 2014 and 2015 for a total of \$5400. There is no need to put any more funds into this reserve as our deductible is \$1000.00 so we have enough to cover that and any increases if they occur because of damage.

iii) Employer Health Tax: The library now has its own EHT account and the rate based on the library's payroll is 0.98% lower than the tax rate of 1.95% that we were currently paying as part of the Township payroll. The Township's EHT account has been credited with \$4009.12 from the years 2012 to 2015. The Township will be transferring these funds plus the rebate from 2016 to the library. This will be taken care of by the auditors.

c) Committees

i.) Public Relations: Work on the Annual Report 2016 and the Cottage Association flyer is ongoing. Tracey made some changes to the Scope of Work in the Annual Report so now that can be completed.

ii) Friends of MacTier Library: The Friends have donated \$100 to the MacTier Seed Library and recognition of this donation will be on each label on seed packages for the MacTier Library.

d) Strategic Plan 2017-2020: Barbara has received the second draft and has made corrections and sent it back to Sophie Matthewson, the consultant. Diane suggested that the Board needs to add a statement that the library is not controlled by the Township but rather it is a separate independent entity. Barbara reviewed the Quick Strategic Goals and most of them have been completed.

i) Review of Mission, Vision & Value Statements + Tag lines was deferred to the April Board Meeting.

e) Council Rep Report: An independent legal review by E. Veldboom of the law firm the TGB is using for the Macey Bay Trailer Park project (Wier Foulds) found that the advice provided by Wier Foulds was reasonable and sound.

Council is considering having, or arranging for, a public meeting on the Site Plan for the Macey Trailer Park sometime after the OMB decision. A peer review of all the supporting reports will also be completed.

A public meeting was held to review the potential changes to our Official Plan and Zoning Bylaws as a result of the Provincial requirement to protect municipal water intakes from contaminants (Source Water Protection). There are 3 intakes in or near the Township – Port Severn, MacTier and Tay Township. Chemical usage at the Oak Bay Golf Course will be reviewed.

Due to staffing issues, the TGB is not able to coordinate the Canada 150 Gala planned for the Delawana on June 30, 2017. If anyone is interested in coordinating this evening event please contact me directly. Much of the organization has already been done.

Costs estimates for a third party consultant to review and conduct a lake wide survey on revisions to the Gross Floor Area limit of cottages on Six Mile Lake were between \$10K and \$25K. Council requested that the two lake Assoc. meet with the TGB planner to determine common ground and discuss the need and who pays for any survey. A planning report is expected in the next few months.

The video taping of the Committee of Adjustment proceedings will begin with the new Council in Jan. 2019.

Staff and a few Councillors will be working on a report to Council for snow removal in driveways and private road entrances. This is more of a senior's issue.

An updated Animal Control By-law was approved. Council requested that the requirement for seasonal residents to purchase dog tags be removed from the update since most have city tags already.

f) Capacity Building Grant: Four software programs of Photoshop Elements and Premiere Elements for photographs and video have been purchased from Tech Soup for \$38.00 each. Tech Soup is a program that offers discounts to non-profits. We were allowed to purchase four programs this year.

Children's educational launchpads have been purchased from Playaway for the balance of the grant.

g) CEO Succession Planning: A draft CEO ad was emailed out to the Board. The Board discussed this ad and some changes were suggested. The Board will review the new draft at the April meeting.

h) Ontario Seniors Community Grant 2017-2018: The application for the Seniors' Community Grant was submitted on February 22nd. The library requested \$2,870.00 which includes \$2,000.00 technology funding to purchase educational launchpads for adults and \$870.00 to run seniors' workshops throughout the year.

i) Programming: A staff programming meeting was held on Monday, March 13 from 9:30 a.m. to 12:30 p.m. at the Baxter Ward Community Centre. The agenda included Township services, Seed Library, Canada 150, Technology Programs, Leisure Programs and planning and evaluating programs. The staff had great ideas and we are in the process of following up on them. Two work sheets have been created, one for staff to record their approximate time spent on projects in and outside of normal work hours. The second sheet is a Program/Event/New Service Plan chart that will be shared with all staff on google docs so that it can be filled in online and visible to everyone. Barbara explained the chart to the Board.

Burn permits are now available at all three branches and the publicity has gone out from the library and the Township. The dog tags will be delivered this week and the marketing will be produced and posted by the end of this week.

All of the supplies have been purchased for the Seed Library and the marketing materials are ready to be distributed. An e-blast advertising the opening of the Seed Library has been sent out already and the information is on the library's website. Two volunteers in Honey Harbour are putting the seeds into the envelopes and labelling each package this week for all three libraries. A Seed Library package was handed out to the Board.

Nadine is contacting staff at the Biosphere for summer programming.

Jody stopped by at the Simcoe Muskoka Health Unit in Midland and spoke with the supervisor about the libraries being a depot to give out the water test sample bottles. He was thrilled and she came back with information and a box of 110 water bottles. The marketing is being completed this week and the bottles will be sent to MacTier and Port Severn on Friday's delivery.

The staff decided that they would like to try to have a documentary film night and so Kanopy is preparing the paper work so we can have access to their site for staff use only.

Photography seems to be popular in the Honey Harbour/Port Severn area right now so staff will be arranging a meet and greet evening for novice and seasoned photographers.

The Board discussed evening hours in MacTier but have deferred the decision until the April meeting.

7. New or Other Business:

- i)Policies: a)Programming Policy b)Confidentiality of Customer Information Policy
c)Facility Policy d)Computer & Internet Policy

Motion 17:16

To accept the Programming Policy, Confidentiality of Customer Information Policy, Facility Policy and Computer and Internet Policy as presented and amended.

Moved by Susan Stokes

Seconded by Teri Restemayer

Carried

- ii)Mileage Rate: In 2009, the Library Board passed a motion to check the Treasury Board of Canada mileage rates and to follow them as the Township does. The rate for 2017 is 54 cents per km compared to our current rate of 52 cents per km.

Motion 17:17

To approve the mileage rate of 54 cents per km.

Moved by Linda Shannon

Seconded by Teri Restemayer

Carried

- iii)Health & Safety Program: Connie Devlin, Director of Human Resources asked Barbara to meet with her regarding starting a Health & Safety Program for the Library. We are currently included in the Township Program but she feels that as we are a separate entity under a Library Board that we should be doing our own program. One staff member needs to be the Health & Safety Representative and the training will cost approximately \$300-\$400 but this can be done in 2018 once the Board has put that amount in the budget. The library does have most of the policies required. Connie would be able to run a workplace violence training session for library staff. We will also be looking for some online training for staff. The Board asked Barbara to

research the requirements and find out what other small rural libraries do in regard to the Health and Safety Program. This will be reported at the April Meeting.

8. Closed Session:Adjournment:

9. Adjournment

Motion 17:18

To adjourn the regular meeting on Wednesday, March 22, 2017 at 5:33 p.m.

Moved by Linda Shannon

Seconded by Susan Stokes

Carried


Chair

As Approved:  _____


Vice-Chair

As Amended: _____

May 4/17
Date:

Motion # 17: 20