



MacTier: Barbara received the doctor's note for Jen McCron.

Mandy Near has been hired for the contract medical leave position and she started her training on May 30<sup>th</sup> in MacTier.

Carol McCron, library courier has renewed her contract for another year.

Tracey Fitchett heard back from Ron Cameron that the Canada 150 plaque would be mounted on a rock to the left of the library entrance on the lawn.

Port Severn: Lorna Cramp had her 7<sup>th</sup> year review.

Overview: Barbara and Jody held four interview sessions with interested candidates for the Clerk I Contract positions.

Barbara attended a SOLS CEO meeting in Huntsville on Thursday, May 11<sup>th</sup> and a Muskoka CEO meeting in Bracebridge on Friday, May 12<sup>th</sup>. The Muskoka CEO's have decided to make an administration library card for each Muskoka Library so that staff can access each library's databases for research questions. This will be used by the staff only.

Honey Harbour and Port Severn Libraries now have a box to collect non-perishable food for the Township Food Bank. The Community Services officer is Amanda Somerset and she is working out of Baxter Ward Community Centre.

A staff meeting was held on Thursday, May 25<sup>th</sup> at the MacTier Library. All staff including Mandy Near attended. Jeannette was not available that day. Staff discussed the Summer Reading Club programming, Canada 150 programming, Launch pads for kids, Seed Library, new Overdrive platform, Seniors Grant and other programming and fundraising ideas.

Staff vacations have been booked over the summer and Barbara has requested August 24<sup>th</sup> to September 4<sup>th</sup>.

b)Budget: i)Cheque register: no cheques have gone out since the last report. The Financial Statement from the auditor was e-mailed to all Board members. The Board discussed these statements.

Motion 17:25

To accept the 2016 Financial Statements as presented.

Moved by Susan Stokes

Seconded by Linda Shannon

Carried

ii)Trial balance: was handed out and reviewed. Diane Waters mentioned that a third column noting the prorated budget amount to date would be very useful to know if we are over or under budget. Barbara spoke with Jane Corbeil, Director of Finance and the Township has purchased an add on software reporting package for the Vadim accounting system and they hope to have it up and running by July. iii)Employer Health Tax: The cheque has been deposited into the library's account as a credit to the expense line of Employer's Contributions.

c)Committees

i.) Public Relations: Updated library brochures and bulletin board signs were handed out to the Board to give out at their Association meetings and to post on community bulletin boards. The library's ad in the Honey Harbour Hoots and the Gloucester Pool Magazine was shown to the Board. The Annual Report 2016 is ready to go out. The Board discussed whether the Annual Report should be partnered with the Strategic Plan brochure. Everyone thought that this was a good idea to have both documents before presenting to Council and doing our mailing.

ii) Friends of MacTier Library: nothing to report

d)Strategic Plan 2017-2021: Sophie is finishing up the changes to the Strategic Plan and Barbara will have the final copy by the end of this week. After this has been received, the brochure will need to be produced.

e)Council Rep Report: The next report is in June. Kathy Kay reported that two meetings were held at Baxter Ward Community Centre, one in the afternoon and one in the evening with

representatives from the Ministry of Education to discuss Rural Education Strategy. The meetings were well attended. The Ministry wants to use the closed schools as Community Hubs.

f)Capacity Building Grant-Children's Launch Pads: Barbara is working on the details for the processing and lending of the launch pads.

g)CEO Succession Planning: The Board discussed the updates to the job ad. The ad was approved with the changes.

h) Ontario Seniors Community Grant 2017-2018: The library has received approval for \$2,870.00 for the Seniors Grant. The budget is set for \$2,000.00 for Launch Pads for adults, \$570 for staffing costs, \$200 for marketing materials and \$100 for refreshments. Seniors programs will be planned for the fall to introduce the launch pads. The grant must be completed by March 31, 2018.

i)Programming: A gardening program was held in MacTier on May 25<sup>th</sup> at 7 p.m. Eleven ladies attended and the program was a great success with lots of questions for the speaker. Jim, the speaker demonstrated how to fill a pot with flowers and he did a red and white theme and at the end he drew a name from the participants for the flower pot. Several of the ladies appreciated the fact that this program was in the evening as they do work.

The photography program is on June 7<sup>th</sup> at 7 p.m. in Honey Harbour Library.

j)Health & Safety Program: The libraries in our area all have a Health & Safety Library Rep. Barbara will look into this more to check what we need to do.

7. New or Other Business:

i)Policies: a)Laptop Policy    b)Policy Development    c)Public Library Building

Motion 17:26

To approve the following policies as presented: Library Laptop Computer Policy; Policy Development and Public Library building Policy.

Moved by Susan Stokes

Seconded by Linda Shannon

Carried

ii)Incident report: An incident report has been filed and a WSIB report is being filled out for Jody Bressette who fell in a hole where there was a missing interlocking brick coming from the parking lot on May 24<sup>th</sup> 2017 and twisted her back and has not missed work but has had to go to the chiropractor.

iii)Board/Staff/Volunteer Dinner: The Board discussed this event and agreed to have a pot luck dinner on Friday, October 27<sup>th</sup>, 2017 if the room at Baxter Ward Community Centre is available. Barbara will check and report back at the June meeting.

8. Closed Session: No closed session

9. Adjournment: Next meeting is on Wednesday, June 21<sup>st</sup> at 4 p.m. in the MacTier Public Library.

Motion 17:27

To adjourn the regular meeting of May 31, 2017 at 5:37 p.m.

Moved by Linda Shannon

Seconded by Susan Stokes

Carried

*[Signature]*  
Chair

As Approved: ✓

*[Signature]*  
Vice-Chair

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

June 21/17  
Date:

Motion # 17: 31