



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

C/O Box 220, Honey Harbour, ON P0E 1E0

## Minutes

For the regular meeting on Thursday, May 4, 2017 at the Honey Harbour Public Library at 7:00 p.m.

Present: Tracey Fitchett  
Kathy Kay(by telephone)  
Teri Restemayer  
Linda Shannon  
Susan Stokes  
Diane Waters  
Barbara Swyers, (CEO)

1. The Chairperson called the meeting to order at 7:01 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 17:19

To approve the agenda of the regular meeting of May 4<sup>th</sup>, 2017.

Moved by Linda Shannon                                              Seconded by Teri Restemayer                                              Carried

4. Approve the minutes from the regular meeting on Wednesday, February 15, 2017.

Motion 17:20

To approve the minutes of the regular meeting Wednesday, March 22, 2017.

Moved by Teri Restemayer                                              Seconded by Linda Shannon                                              Carried

5. Delegations: None
6. Finance, Administration & Legal

a)CEO Report

Honey Harbour: The circulation for March was 488 and for April was 540. Four classes with a total of 51 children visited the library in March and April. Our Lady of Mercy Separate School will be closing at the end of this school year in June. The principal invited Barbara to the school library to pick some books for the public library. Barbara went on Friday, April 28<sup>th</sup> and pick a few books as the school's books were quite old. The Honey Harbour Public School will remain open for the next five years when another review may be held.

Honey Harbour has given out 25 burn permits. The seed library has received some seed donations and some people are taking the seeds. The library has not found a speaker yet.

Students from Our Lady of Mercy Separate School planted flower and bean seeds at the library and they are now growing on the windowsill and the students will take their plants home later in May.

The flat ceiling has been leaking in the hallway because of the heavy rainfall. Township staff were out to inspect the leak.

MacTier: The circulation for March was 551 and for April was 727. The Tax Clinics held two sessions with 20 clients in total.

Tracey was asked if there was any news from the MacTier Events Committee regarding the plaque. Tracey reported that the Events Committee will be putting up a small plaque on a rock to commemorate Canada 150. The Board was in agreement.

MacTier has issued 103 burn permits since we started that in March and 1 dog tag permit. There has been genuine interest in the seed library with numerous residents taking out seeds and several people have donated seeds as well. MacTier has a speaker for a gardening talk which will be planned for later in May.

Preschool has started with 6 little girls in attendance - no boys... first time ever!

Port Severn: The March circulation was 101 with 70 people visiting the library. For April the circulation was 161 with 78 people visiting the library. Port Severn has issued 9 burn permits and have handed out half the box of water bottles. People are very positive about the fact that the library is offering these services. The seed library is a little slower than I expected but everyone has commented that it is a good idea and it seems to be picking up as the cottagers arrive and the weather warms.

Overview: The Overdrive downloads were 366 in March and 363 in April. Zinio e-magazine downloads were 40 in March and 24 in April with 1 new customer.

Barbara met with Jennifer Gingras and Connie Devlin to discuss partnering and the sharing of information. In April, fifty packages including the library brochure plus three bookmarks, the seed library, library hours for all locations and the bookmark advertising the burn permits, dog tags, water bottles and battery recycling were made up and put in the April Fresh Food baskets. The application for the Canada Post Children's Foundation grant was sent in on March 29<sup>th</sup> for the April 5<sup>th</sup> deadline. The library applied for \$3,500.00 to purchase Playaway Launch Pads for children.

The library applied to the Muskoka Pay It Forward grant for \$1700.00 to purchase an accessible collection of sensory books and toys for individuals with special needs and autism.

b) Budget: i) Cheque register was emailed out to the Board.

ii) Trial balance: The Board perused this report.

iii) Employer Health Tax: The overpayment for 2012 to 2016 is a total of \$5,025.18. The cheque was received yesterday. The auditor's will deal with this amount in the 2017 audit. Diane suggested that this amount be posted as a credit on the Employer Contributions budget line.

c) Committees

i.) Public Relations: The Annual Report 2016 was emailed out to all members and the Board discussed this report. Diane requested that Orland Kirkness of Edu Reference Publishers be added to the list of donors for his in-kind book donations. The Values will be added to the Annual Report as well.

The library brochure with several bookmarks will be prepared for Board Members to take to their cottage association and road meetings in June.

ii) Friends of MacTier Library: nothing to report

d) Strategic Plan 2017-2021 i) Review of Mission, Vision & Value Statements + Tag lines

The Board updated the Mission and Value statements. It was felt that the Vision statement was still appropriate. The Board discussed the proposed taglines and decided on "the place to connect".

e) Council Rep Report

The Integrity Commissioner (Suzanne Craig) discussed her Preliminary Report on potential Council Code of Conduct violations by Councillor Edwards. Final report, with recommendations, will occur in the next few months. A report will be given at the Council Meeting on Monday, May 8<sup>th</sup>.

Councillors Douglas, Kay and Wiancko have been named in a "Notice of Application" before the Superior Court of Justice by Applicants Catherine Cooper, Louise Rivett and Lorne Cameron with affidavits by Council Edwards and Cooper. The grounds for the "Application" are for pecuniary interest in the annual \$5k grant to the SEGBAY Chamber of Commerce. TGB will indemnify Councillors if found not in contravention of the "Municipal Conflict of Interest Act" and will seek costs from the Applicants. Legal cost could run \$30-\$50K.

A second "Application" has been filed against Mayor Braid and Councillors Kay, Bochek and Wiancko by Louise Rivett with an affidavit by Councillor Edwards on grounds of pecuniary interest for a vote to audit the lease arrangements for SEGBAY in the Bressette House. Details of both "Applications" and the above mentioned Integrity Commissioner's Report are available from the TGB web site [www.gbtownship.ca](http://www.gbtownship.ca) under Agenda, 2017, Council, April 10 package.

Written statements concerning these "Applications" were read by Councillors Douglas and Bochek each indicating that the charges are based on incorrect information and that they felt that this action was vindictive and politically motivated with the elections coming in 2018. Their written statements with correct information are available on the TGB website.

The Loomex Group is working with Council and the Fire Dept. to prepare a Fire Master Plan for TGB. The Plan will set the vision and direction for the Fire Dept. for the coming years.

Six Mile Lake (SML) Cottager's Assoc. and SML Ratepayers Alliance continue to discuss, with Planning Staff, revised limits for Gross Floor Area (GFA) for SML. Resolution will allow the Interim Control By-law to be removed. A lake wide survey of property owners on GFA may occur this summer. A delegation from the Alliance group indicates that their By-laws do not allow them to inform Council of their membership numbers.

North-South Environmental Inc. was chosen to undertake a Peer Review of the Environmental Impact Study for the proposed Macey Bay Development. Staff was left to choose Peer Review Consultants for reports on Traffic, Hydrogeological, Storm Runoff and Septic Control.

TGB is supporting "Rail Safety Week" from April 24-30, 2017 to raise awareness of avoidable public accidents at crossings and on railway property.

District staff provided their annual review of water quality results for TGB. Lakes sampled in 2016 include Go Home, Stewart, North and South Bay (GB), Twelve Mile and 7 others. All TGB lakes are sample on a 2-3 year cycle. Results are available on [www.muskokawaterweb.ca](http://www.muskokawaterweb.ca).

Council is accessing a multi \$M refurbishing of the storm water system in MacTier. This may require the issuance of debt.

Due to short term cottage rental concerns from residence on Meyer Lake (near MacTier), staff will be preparing for Council review potential control options for TGB which may include education, enforcement or regulations.

The Province is sponsoring a meeting regarding Rural Education on Tuesday, May 23<sup>rd</sup> from 6:30 to 8:30 p.m. at the Baxter Ward Community Centre. A form to submit comments is available on the Township site.

f) Capacity Building Grant: The report has been e-filed by the deadline date. Barbara showed the Board the children's launch pad and the Board discussed whether to lend them out or have

them in the library. The Board agreed that the children's launch pads can be borrowed on an adult card for 1 week and the fines would be \$1.00 per day. It was suggested that a half page contract to be signed by the card holder be set up in order to alert the borrower about the cost of these tablets and the responsibility in the case of damage or loss. Marketing to advertise this new service will be designed and sent out later in May.

g)CEO Succession Planning: The draft job ad from Tracey was emailed out to the Board. The Board discussed this ad. The Board discussed the ad and Barbara will send out the revised ad to the Board.

h) Ontario Seniors Community Grant 2017-2018: nothing to report

i)Programming: The preschool program is running in MacTier from April 21<sup>st</sup> to May 26<sup>th</sup>. Many people have been coming into the libraries to fill in a burn permit and MacTier has given out over 100 of them.

A meet and greet for people interested in photography will be held on June 7<sup>th</sup> at 7 p.m. in the Honey Harbour Library.

MacTier will have a speaker about gardening in May but we have not found a speaker for Honey Harbour/Port Severn.

j)Health & Safety Program: nothing to report

7. New or Other Business:

i)Policies: a)Circulation Policy

b)Collection Development Policy

c)Donor Recognition Policy

Motion 17:21

To approve:

The Circulation Policy as presented

The Collection Development Policy as presented and

The Donor Recognition Policy as presented and amended.

Moved by Linda Shannon

Seconded by Susan Stokes

Carried

ii)Library Summer Hours: July 1<sup>st</sup> is on a Saturday and as the Honey Harbour Library participates in the Canada Day celebrations with a book sale, the library itself should be open. The Board discussed the opening of MacTier and Port Severn on July 1<sup>st</sup>. Staff would be paid for their hours as well as receive Stat pay. The Board approved the July 1<sup>st</sup> openings.

iii)Staffing: a)Summer student: The Canada Summer Student Grant has been approved for 7 weeks for a total grant of \$1,199.00. The job ad has been sent out and we hope to hire a university student to start on June 6<sup>th</sup> to assist staff with the summer programs.

b)Staff: Jen McCron is very ill and her last day of work was April 19<sup>th</sup>. She is hospitalized and is now off on medical leave. Barbara has been working with Connie Devlin in order to follow the correct steps in this matter. A ROE(Report on Employment) needed for sick leave benefits has been issued by the Township and is being mailed to Jen. So the library is very short staffed as we no longer have a casual worker as of the fall of 2016. Barbara spoke with Diane who agreed that the library needs to send out a job ad for a summer contract position. This has been done and hopefully we will find a candidate to start in June. A second job ad will be sent out to fill the medical leave in MacTier.

iv)SOLS Council Meeting-Teri and Susan attended the SOLS Council Trustee Meeting in Huntsville Public Library on Saturday, April 29, 2017.

The Culture Strategy and FOPL discussion Paper were summarized. I have included the summary of the presentation minutes in this report. The strength of Public Libraries within our communities is stressed throughout the documents. It was very positive information, with

notification of continued consultations and discussions regarding funding for Public Libraries.

The Discussion Paper –

Towards More Effective Public Libraries in the ‘Context of the New Ontario Culture Strategy Regarding the Ontario Public Library Funding Review

Is well worth the read. I have included a copy of this report.

SOLS Services were also presented. As the result of a survey sent out earlier, these are some of the items addressed:

-The continued benefit of shared costs through SOLS

-SOLS no longer offers CEO searches, but is developing a “tool kit” as an on-line resource to help in this process. The date is not known yet for completion of the tool kit.

- Some of the results of the survey: “Investigating the Learning Needs of Public Library Staff”

-A discussion of the training available through SOLS were discussed and once again LEARNHQ stressed

The Topic of Board Evaluations was raised by one of the Boards, and a discussion ensued as to how the various boards assess each other. It was a lengthy discussion and quite interesting.

Roundtable Discussion

Once again each representative had the opportunity to share some of the events, changes or plans with those present. We shared the hopes for a central Main Library as well as the community programs we are now involved with i.e. Seed Library, water bottles, fire permits and the battery return

Another beneficial session, with the next meeting is planned to be in New Tecumseh in November.

8. Closed Session: No Closed Session

9. Adjournment:

The next meeting will be in the MacTier Public Library on Wednesday, May 31<sup>st</sup> at 4:00 p.m.

The June meeting will also be in the MacTier Public Library on Wednesday, June 21<sup>st</sup> at 4:00 p.m.

Motion 17:22


To adjourn the regular meeting of May 4<sup>th</sup>, 2017 at 9:00 p.m.

Moved by Susan Stokes

Seconded by Teri Restemayer

Carried

  
Chair

As Approved: 

  
Vice-Chair

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

May 31 / 2017  
Date:

Motion # 17: 24