



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

Present: Tracey Fitchett
Linda Shannon
Susan Stokes
Diane Waters
Barbara Swyers, (CEO)

Regrets: Kathy Kay, Teri Restemayer

For the regular meeting on Thursday, November 10, 2016 at the Honey Harbour Public Library at 7:00 p.m.

1. The Chairperson will call the meeting to order

Motion 16:58

To call the regular meeting of November 10th, 2016 to order at 7:12 p.m.

Moved by Linda Shannon Seconded by Diane Waters Carried

2. To appoint a Vice-Chairperson for this meeting.

Motion 16:59

To appoint Susan Stokes as Vice-Chair for the regular meeting of November 10th, 2016.

Moved by Linda Shannon Seconded by Diane Waters Carried

3. Disclosure of Pecuniary Interest: None
4. Approve agenda

Motion 16:60

To approve the agenda for the regular meeting of November 10th, 2016 as presented.

Moved by Linda Shannon Seconded by Diane Waters Carried

5. Approve the minutes from the regular meeting on Thursday, September 15, 2016.

Motion 16:61

To approve the minutes of the regular meeting of Thursday, October 6th, 2016 as presented.

Moved by Diane Waters Seconded by Linda Shannon Carried

6. Delegations: None

7. Finance, Administration & Legal

a)CEO Report

Honey Harbour: The October circulation was 628. There were 4 class visits with 67 children. Staff and student volunteers will walk carrying the library banner and give out some candy in the Santa Claus Parade on Sunday, December 4th at 1 p.m.

MacTier: The October circulation was 558. There were 4 preschool story times with a total of 11 children.

Nadine had her fourth year review and has moved up to the next level of the salary grid.

Nadine has purchased a lego table and some lego kits with the \$300 that was raised for that purpose.

The MacTier Library is offering a series of four programs each Wednesday commencing Wednesday, November 16 to Wednesday, December 7th called Tech and Tea. The programs cover getting help with your tablet; navigating Overdrive, learning about Zinio and Pinterest basics.

Nadine and Jen will be participating in the MacTier Santa Claus Parade on Sunday, December 4th at 4:30 p.m.

Port Severn: The October circulation was 155 with 98 people visiting the library.

Overview: Four staff members, Deb, Nadine, Jen and Lorna completed the two day First Aid and CPR training at the Township. The cost was \$120 plus HST per person. Jody already has this certificate taken with Community Living.

The Public Library Operating and Pay Equity Grant were submitted on October 11th and the funding was deposited to the library's account on November 7th. The Operating Grant was \$23,650 and the Pay Equity Grant was \$4,849.

The 2017 draft library budget was sent to Jane Corbeil, Director of Finance at the Township on the deadline date of Friday, October 14th. The business plan, the 2017 projects and 2016 achievements was also sent to Jane.

A cheque for \$1351 was received from the Canada Summer Jobs Grant.

Diane, Susan and Barbara will attend the Committee of the Whole on Tuesday, November 15th at 9 a.m. to present the library's long term plans.

b)Budget

i)Cheque Register: This was emailed to the Board.

ii)2017 budget: Jane Corbeil contacted Barbara after she received the library 2017 budget. She explained that Council wants to keep any increase to a maximum of 3%- 1.5% for operating and 1.5% for capital expenses. Barbara adjusted the budget and resent it to Jane. The updated budget figures were handed out to the Board.

Diane Waters has been researching the Employer Health Tax that is paid for each staff member since the Township started doing the library's payroll in 2007. Before that time, this health tax was not paid. There are certain exclusions especially for an organization with Charitable Status. Diane spoke with Jane Corbeil, Director of Finance and Jane will write the letter to have a ruling by the Ontario Ministry of Finance on this issue. The letter will be perused by Barbara and Diane before it is sent out. If they rule that the library is exempt then we can apply for a reimbursement from 2013.

c)Committees

i.) Public Relations: nothing to report

ii) Friends of MacTier Library: nothing to report

d)Strategic Plan 2013-2016-

i)Accessible Public Service Committee: Barbara presented the 2016 achievements.

ii)Port Severn Committee: Susan presented the 2016 achievements.

iii)Sustainability/Funding/Grants: Diane presented the 2016 achievements.

e)Strategic Plan 2017-2020: The strategic plan meeting will be on Saturday, February 4th at Baxter Ward Community Centre at 9:30 a.m. to 4:30 p.m. Lunch will be provided. The Board

and Staff have been asked to fill in the SWOT forms and write a brief bio for the plan. The SWOT sheets and the bios can be emailed to Barbara before December 31st, 2016.

f) Council Rep Report: OPP Inspector Andrew Ferguson updated Council on the 1st half of 2016. In comparison to the same period last year, violent and property crimes are down while traffic related charges were up significantly. There was only 1 fatality (snowmobile).

The Interim Control By-law to review cottage size on Six Mile Lake (SML) was unanimously approved. Council would like staff to work with the lake residents to reassess the limit for gross floor area (GFA) by next Spring. The present GFA limit is 275 m².

Council retracted an earlier decision to not approve a GFA (325 m²) for a cottage on SML and approved a recommendation of 300 m². It is up to the proponent to accept or reject the recommendation.

A By-law was passed to accept a minimum of \$50K from the Province under the Ont. Community Infrastructure Fund. Funds may be used for critical storm water sewer repairs in MacTier which could reach \$2.2M.

Our Fire Department will sign a mutual agreement with Severn Township for ice and water rescues since we have a fire boat. The fire fighters will also see a small raise next year to encourage recruitment and catch up to other Municipalities.

Approx. \$130K will be spent on a sealant for the MacTier Arena roof after a structural engineering study.

Staff will assess the option of recording Committee of Adjustment (COA) meetings. COA members unanimously rejected the idea but Council would like some legal input. If approved it would probably not occur until the new term (2018).

Staff is reviewing the discretionary powers of the Chief Building Official when replacing existing septic systems and holding tanks. Any changes would require an amended By-law and a public hearing.

Council had a healthy debate on By-law enforcement compliance. We reaffirmed that the level of staff and Council compliance negotiations were acceptable while balancing the financial implications.

A half day was spent on 2017 budget discussions. Council rejected staff increases for a By-law enforcement officer and an additional septic inspector. Septic inspections are way up this year and can be completed every 7 years.

Boat launches at Go Home Lake, Stewart Lake and Honey Harbour will see improvements over the next year. Parking spaces will be increased at Wawautosa Landing (SML) and a parking assessment will be done for Port Severn Park.

Staff were requested to try and keep the Township portion of the 2017 tax increase (25% of overall taxes) to under 3.0%.

g) Capacity Building Grant: The final CAP grant was announced and the library will be receiving \$3,383 that has to be spent by March 31st, 2017. The Board discussed various ways to spend this grant. This will be discussed again and the purchases will be decided upon in the new year.

i) CEO Succession Planning: Nothing to report

k) Board/Staff/volunteer Dinner: Twenty three people attended the Board/Staff/Volunteer Dinner at Baxter Ward Community Centre on Friday, November 4th. The food was wonderful and everyone had a good time. Deb Barkley and Jody Bressette received their five year's recognition.

l) CEO Yearly Evaluation: The Committee held the CEO review at 6:00 p.m. just before the Board Meeting.

8. Closed Session: To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel.

Motion 16:62

To enter into a Closed Session at 8:05 p.m. to discuss personal matters of an identifiable individual, including staff and board personnel.

Moved by Diane Waters Seconded by Linda Shannon Carried

Motion 16:63

To rise from a Closed Session at 8:22 p.m. with a report.

Moved by Diane Waters Seconded by Linda Shannon Carried

Motion 16:64

To accept the CEO Yearly Review as submitted and to acknowledge another very productive and successful year completed by the CEO, Barb Swyers.

Moved by Linda Shannon Seconded by Diane Waters Carried

9. New or Other Business:
i)2017 meeting schedule: The Board discussed the meeting schedule for 2017. Barbara will check the dates and send out the new schedule to the Board.
ii)Policies- a)Reference & Information Policy b)Unattended Children in the Library
These two policies were deferred until the January meeting. Barbara will send out the drafts to the Board.
10. Adjournment: The next meeting will be on Monday, January 30th, 2017 at 4:00 p.m. in the MacTier Public Library.

Motion 16:65

To adjourn the regular meeting of Thursday, November 10th, 2016 at 8:30 p.m.

Moved by Diane Waters Seconded by Linda Shannon Carried

Chair

As Approved: ✓

[Signature]
Vice-Chair

As Amended: _____

Date: Jan 30/17

Motion # 17:03