



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, November 16th, 2017 at the MacTier Public Library at 7:00 p.m.

Present: Tracey Fitchett
Kathy Kay (By Telephone)
Judy Leadbetter
Teri Restemayer
Linda Shannon
Linda Sladek
Trish Thornton
Diane Waters
Matthew Rankin, (CEO)

Regrets: Susan Stokes, Sandi Sweeney

MEETING:

1. The Chairperson will call the meeting to order.
 - a. Note:
 - a.i. Board Chair (Diane Waters) and Vice-Chair (Tracey Fitchett) suggested discontinuing using a motion to call meetings to order as unnecessary. Practice will end with January 2018 meeting.

Motion 17:55

To call the regular meeting to order at 7:00 p.m.

- a. Note:
 - a. Board Quorum reached at 6:56 p.m.

Moved by: Teri Restemayer Seconded by: Linda Sladek Result: Motion Carried

2. Conflict of Interest Disclosure: **None**
 - a. Note:
 - a.i. Library Board Chair noted that this was changed from "Disclosure of Pecuniary Interest", citing how the term is not commonly known, and can be confusing.
-

3. Approve agenda

Motion 17:56

To approve the agenda for the regular meeting as presented.

Moved by: Teri Restemayer

Seconded by: Linda Shannon

Result: Motion Carried

4. Approve the minutes from the regular meeting on Thursday, October 19th, 2017.

Motion 17:57

To approve the minutes from the regular meeting of Thursday, October 19th, 2017 as presented.

Moved by: Linda Shannon

Seconded by: Trish Thornton

Result: Motion Carried

5. Delegations: **None**
-

6. Finance, Administration & Legal

a) CEO Report

a. **Library Branch Statistics**

Honey Harbour:

- The October circulation was **538** items.
- Deb Barkley had her yearly review on Tuesday, November 14th at Honey Harbour.
 - Celebrating 6 years at the Library.

MacTier:

- The October circulation was **326** items.
- Nadine Triemstra had her yearly review on Wednesday, October 25th at Mactier.
 - Celebrating 5 years at the Library.

Port Severn:

- The October circulation was **157** items with **69** people visiting the library.

b. **General Overview:**

Library Survey Week is happening on November 19th to 25th.

The Overdrive downloads were **438** total, with **60** users, and e-magazines were **30** for October with **1** new user.

CEO attended the October 24th Senior Management Team (SMT) meeting at Georgian Bay Municipal Office.

The Library will receive **accreditation** from SOLS (Southern Ontario Library Service) for Honey Harbour Public Library and MacTier Public Library. As explained Port Severn as a satellite branch is not open frequently enough to be included in the evaluation. Overview of the accreditation process was included in an attached document: "*Benefits of Accreditation*". Our library meets certain provincial standards for public libraries. Our results: Overall we did very well in our evaluation, and will get a pass in the process. We may need to replace bathroom signs in MacTier to make them general, not gender specific. Update to the Violence in the Workplace Policy, and its program.

Library received the remainder of the Tactile Toys and Books from the *Pay-It-Forward Muskoka Grant*, report to be submitted by November 30th.

Mileage expenses were submitted to CEO in at this Board meeting.

c. Budget Update:

Cheque register was printed for the Board.

Cheque register was presented at meeting, instead of emailed to Board Members.

Diane Waters mentioned that there was no reason for having the register emailed (or printed) for each Board Member, as long as the information it provides is communicated to the board as a whole.

Trial balance for November 2017 was handed out to the Board for discussion.

Trial Balance will be referred to as “Budget Update” going forward. As with the previous “pecuniary interest” section, this change was made to more easily communicate what it is.

b) Committees:

Public Relations: **Nothing to report.**

Friends of MacTier Library: **See Page 4.**

c) Strategic Plan 2017-2021: Nothing to report.

d) Council Rep Report:

- Relating to Monday, November 13th meeting of Council.
- Sent to CEO prior to meeting by Councillor Paul Wiancko, and then forwarded to rest of Board.

e) Programming:

Honey Harbour:

The Photography Group at Honey Harbour Branch: No October meeting. We may need to re-evaluate this program in the 2018, since there appears to be little interest in the winter.

MacTier:

New Program for MacTier on Friday Afternoons: Contacted Saturday October 28th by Shirley Cunningham of (BAETC) *Trillium Lakelands District School Board - Bracebridge Alternate Education and Training Centre - Literacy and Basic Skills*. Program will include: *how to use launch pads/tablets, budget basics, basic emailing, and computer file management*. She is running a program out on Fridays from 1:30 to 4pm and the program starts (November 17th) and will run for 5 weeks. She will be responsible for all program costs, including promotion, administering the program, and providing stats.

CEO also reported interest in Port Severn Program for teens, after receiving letter from patron.

f) Health & Safety Program: Nothing to Report.

g) Policy Review: *Prevention of Workplace Violence Policy update.*

Policy was emailed in Board Package. The Library (Honey Harbour and MacTier) was evaluated on October 25th following on on-site inspection by Peggy Malcolm from the Southern Ontario Library Service (SOLS). We did very well in all categories of the process, but **Prevention of Workplace Violence HR-027-2016 needed to be reviewed**, and its policy program (Appendix A), needs to be updated so that it is site-specific. Unfortunately, the policy itself needs to be updated every 12 months. The current policy was previously reviewed in *March 2016*, so it was overdue. This is why the Board voted on it at this meeting. The policy itself remains the same, but CEO made some minor changes:

- Removal of Editors Notes section.
- Added reference to Townships Working Alone Policy, and two related GBPL policies.

As explained by the CEO, the policy program is a procedure, and does not require Board approval, although the CEO explained what the program includes to the Board. Board member Theresa Restemayer brought up issues with Section 2 paragraph 5, suggesting the addition of “*Immediately*” to policy line. This word was added to policy before vote. Program, and all related documents will be submitted to Ms. Malcolm before November 30th 2017. Board voted in favour of passing the policy.

Motion 17:58

To accept the following policies as presented: a) Prevention of Workplace Violence HR-027-2016

Moved by: Judy Leadbetter

Seconded by: Linda Shannon

Result: Motion Carried

h) Port Severn Branch Potential Location Move

Diane Waters requested that this item be moved forward in the agenda to allow more time for discussion.

As noted to the Board and former-CEO Barbara Swyers, there has been initiative by council and the township to move the Library out of its current location at *97 Lone Pine Road* to Bressette House next door. The main reason behind the move is that the Township is lack of office space and is planning to hire more new staff.

Current Library CEO Matthew Rankin had a meeting with CAO (Chief Administrative Officer) Laurie Kennard on Monday October 30th, where she mentioned the move, costs, and efforts to renovate Bressette House to accommodate the Library for such a move. Board Chair Diane Waters also called Township Mayor Larry Braid about this subject, and he confirmed this information. There is no clear time-frame for this move, possibly within the next year (2018). I and the Board Chair will keep the Board apprised of any new developments.

Board Chair moved to strike a Port Severn committee to investigate the implication of a potential move (as per Board By-law 14 – Committees of the Board).

Port Severn Committee members established as:

- Tracey Fitchett
- Diane Waters (ex-officio)
- Linda Sladek
- Susan Stokes

Board Vice-Chair Tracey, highlighted that the board needs a clear action plan, and what needs to be done, as well as communicating more with Township.

Board Member Kathy Kay mentioned partnering with the “other side of the Bridge” in Port Severn.

Board Member Teri Restemayer also mentioned that the reason for Port Severn Library original creation was accessibility for the public.

Suggestions also made by Chair, Vice Chair, and CEO to invite Township CAO to participate in future Board Meetings to facilitate greater communication between us and the Township overall.

i) Memorandum of Understanding from Township

During the same October 30th meeting between CEO and Laurie, she mentioned that she was writing a *Memorandum of Understanding* to be passed by the board. This memorandum will specify exactly what the township does (its responsibilities/duties), and what the library does (our responsibilities). The CEO will need to sit down with her to discuss exactly what is to be included in the document.

Board Chair highlighted the Ontario Libraries Act on how library can handle real property based on Council approval. Board also agreed that there needs to be more direction in what happens with Port Severn. There was additional discussion about potentially approaching local developers, like Oak Bay, to help develop a new library branch.

j) Community TV and Cable Proposal at MacTier

Brian Lemkay, and Gail, a member of the Friends of MacTier Public Library Group approached the CEO separately on November 8th about installing a television in MacTier which will be paid for and provided by the Group. According to the document given to the CEO (included in this month's board package) the TV will be hooked up to the existing cable set-up at the branch and will run a local station during normal library hours. There is no apparent cost to the library. Brian mentioned that the previous CEO already aware of this proposal, and several other Board Members mentioned awareness prior during this meeting. Chris Donovan, IT support person for GBPL would need to be contacted to provide set-up, and advisement. As described by Mr. Lemkay, promotion and advertisements are included as part of this package. The Library Board was supportive of this proposal and felt the inclusion of televisions, and local news would be beneficial to the Library in general, particularly in relation to the MacTier Community Room. Discussion then included expanding this project to include other televisions, or projectors.

CEO mentioned previous experience with such set-ups, including an AV cart from Essa Public Library. Additional potential programming was discussed, including movie nights or gaming tournaments. CEO told to start sourcing prices and look at options, and report back to the board on findings. Since this project is only at the proposal stage, the CEO will also be speaking to the Friends of MacTier Library Group to confirm everything.

k) Board Meeting Dates for 2018

Board needed to decide on 10 Meeting dates for the 2018 year, since November is the final meeting for 2017. Proposed list provided by CEO in Board Package.

After intensive discussion, the dates for the January, February, and March Meetings were changed, and relocated to MacTier Branch, as it is closer to home for most board members. Dates were confirmed with Library Board Chair, and CEO was instructed to send updated list to all Board Members once completed.

l) Webcam research

During the October 19th Board meeting, Library CEO was tasked with researching web cameras to provide MacTier staff visibility of front entrance. The circulation desk doesn't face the front entrance, presenting a blind spot.

Based on prior experience, and basic research, the CEO found the Nest Cam WiFi Indoor IP Camera – Black: normal price \$249.99 + tax), and recommending it to the Board.

Before any action was taken, the CEO discussed the potential policy implications of this purchase. After researching the technology, since he realized that the library may need to adopt or amend current policies to ensure patron privacy is protected. This decision was based largely on the Toronto Public Library Security Video Surveillance Policy. Simply put, GBPL does not currently have such a policy in place.

Teri Restemayer mentioned getting a curved ceiling mirror instead of camera. Several other board members mentioned this as a possibility.

Board Chair and CEO both mentioned potential to move circulation desk from its current location to the centre area to mitigate the need for a camera. The current circulation desk is modular; however other members including Linda Sladek mentioned that such a move could ruin the central reading area, and atmosphere of the space. It was eventually decided that the camera would be purchased, and set-up to be reported back to Board as soon as possible. Since this was not a capital expense a motion was not deemed required.

Additional suggestion of moving the DVDs to a more visible location (where the Large Type Books are) to provide added security, based on past theft concerns. CEO will pass suggestion on to MacTier Staff.

9. New or Other Business:

CEO mentioned he would be attending OLA Super-Conference in Toronto in late January and early February. All information gathered at event will be reported back to Board in February 2018 Meeting.

Library Board Christmas Social Event discussion. Board Chair mentioned starting a private yearly Board Christmas/Holiday dinner party.

11. Adjournment:

- a. Note: The next Board meeting is on January 24th 2017 in the MacTier Public Library.

Motion 17:59

To adjourn the regular meeting of November 16th 2017 at 7:45 p.m.

Moved by: Linda Shannon

Seconded by: Teri Restemayer

Result: Motion Carried



Chair



Vice-Chair

January 24th 2018
Date

As Approved: ✓

As Amended: ✓

Motion # 18:02