



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

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

Regrets: Linda Shannon

For the regular meeting on Thursday, October 6, 2016 at the MacTier Public Library at 7:00 p.m.

1. The Chairperson will call the meeting to order

Motion 16:52

To call the regular meeting of October 6th, 2016 to order at 7:14 p.m.

Moved by Susan Stokes Seconded by Diane Waters Carried

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

Motion 16:53

To approve the agenda for the regular meeting of October 6th, 2016 as presented.

Moved by Diane Waters Seconded by Susan Stokes Carried

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

Motion 16:54

To approve the minutes of the regular meeting of Sept. 15th, 2016 as presented.

Moved by Susan Stokes Seconded by Diane Waters Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report
Honey Harbour: The September circulation was 901. There were 4 class visits with 72 children.
MacTier: The circulation for September was 1116. The Preschool Program started on Friday, September 30th with 2 children in attendance.
Port Severn: The September circulation 285 with 145 people visiting the library.

Overview: Barbara attended a combined meeting of the Port Severn and Sustainability, Grants and Fundraising Committees on Wednesday, September 28th at 8:30 a.m. Barbara attended the SOLS cEO meeting at the Midland Public Library on Thursday, September 29th from 10 a.m. to 3 p.m. The group did a round table discussion and reviewed the SOLS competencies. Overdrive e-materials downloads totalled 385 and Zinio e-magazines totalled 57 downloads with 2 new customers.

Jody Bressette had her yearly review and is celebrating five years with the library.

All libraries are fundraising in the month of October selling donated books for \$5.00 per grocery bag.

The Connectivity funding that is received from the Ministry of tourism, Culture and Sport has been cut over fifty percent for the 2016/17 fiscal year. The MacTier Library received \$60.00 a year to pay for a designated IP address with Auracom but this is no longer needed as the library has cancelled its Internet with Auracom effective September, 2016.

Linda Williams has resigned her position with the library effective September 28th, 2016. Linda was a great help and she will be missed by all of the staff.

b)Budget

i)Cheque Register: No payments yet this month.

ii)2017 Budget Draft

Diane Waters presented a report as a result of the joint meeting between the Port Severn and the Sustainability, Grants and Funding committees. The committees suggested reviewing and perhaps changing the library hours as the library is missing two important demographics, the working residents and teens. Currently the libraries are really catering to retirees. The committees felt that if some libraries had evening hours and offered some programs that might bring people into the libraries.

The Board reviewed the various salary drafts prepared by the CEO and agreed to present to Council the draft that would increase/change the hours in the Port Severn and MacTier Libraries. In 2017, the library will be receiving the Policing funding of \$4600 and would use \$7000 from Library Reserves and request an additional \$4000 from Council above the 2% increase. Once the budget has been approved in February 2017, the Board will look at the organizational restructuring.

Motion 16:55

To accept the draft budget for 2017 as presented and discussed and modified.

Moved by Susan Stokes

Seconded by Diane Waters

Carried

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: Nothing to report.

ii)Port Severn Committee: The Port Severn and the Sustainability/Funding/Grants Committees had a combined meeting on Wednesday, September 28th at 8:30 a.m. The committee met with Laurie Kennard to talk about the Board's vision for the Port Severn Library. Laurie confirmed that Bressette House is not a designated historical site. The committee will present a delegation to Committee of the Whole on Tuesday, November 15th at 9 a.m. in the Council Chambers.

Susan presented the report from the meeting on September 28th. Oak Bay is progressing and adding more town homes. Severn Heights has to finish phase 1 before they can start planning phase 2. These two projects will bring more customers to the Port Severn

Library. The fact that the Bressette House is not designated 'historic' adds some flexibility to increase the size of this building in the future.

iii)Sustainability/Funding/Grants: Diane Waters gave her report under the 2017 Budget Draft.

e)Strategic Plan 2017-2020: Barbara contacted the consultant, Sophie Mathewson of Prism Group in Orillia and the Board discussed dates for the Strategic Planning Meeting. Sophie has requested a brief bio from all Trustees and Staff. She has also provided the SWOT sheets for Trustees and Staff to fill out before the Strategic Planning meeting.

f)Council Rep Report: The next Council meeting is Monday, November 14th.

g)Capacity Building Grant: There is no news about this third allotment of money yet.

i)CEO Succession Planning: Nothing to report.

k)Board/Staff/volunteer Dinner: The Board discussed the menu and planning for the dinner. Barbara will obtain the refreshments and go to the community centre on the afternoon of Friday, November 4th to set the tables for the dinner.

l)CEO Yearly Evaluation: Tracey, Linda and Susan are on this ad-hoc committee. Barbara provided each committee member with a copy of the documents required for the evaluation process. These documents will be emailed to the committee members as well.

7. Closed Session: No Closed Session

8. New or Other Business:

i)SOLS Trustee Rep: Teri is not able to attend the meetings at this time and has requested that another Board Trustee take this position. The next meeting is on Saturday, November 5th at the Wasaga Beach Public Library. Teri will remain as the SOLS Rep and regrets will be sent to SOLS as no one is able to attend the November meeting.

ii)Policies- a)Interlibrary Loan b)Resource Sharing c)Power Point Projector
The Board reviewed the changes to these policies

Motion 16:56

To accept the following policies as presented:

a)Interlibrary Loan

b)Resource Sharing

c)Power Point Projector

Moved by Diane Waters

Seconded by Susan Stokes

Carried

9. Adjournment: The next meeting will be on Thursday, November 17 at 7 p.m. in the Honey Harbour Public Library.

Motion 16:57

To adjourn the regular meeting of October 6th, 2016 at 8:45 p.m.

Moved by Diane Waters

Seconded by Susan Stokes

Carried

[Signature]

Chair

As Approved: ✓

[Signature]

Vice-Chair

As Amended: _____

Nov. 10/16

Date:

Motion # 16: 61