



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Thursday, September 21, 2017 at the MacTier Library at 7:00 p.m.

Present: Tracey Fitchett
Kathy Kay (by telephone)
Judy Leadbetter
Teri Restemayer
Linda Shannon
Linda Sladek
Susan Stokes
Sandi Sweeney
Trish Thornton
Diane Waters
Barbara Swyers, (CEO)

1. The Chairperson called the meeting to order at 7:12 p.m.
2. Disclosure of Pecuniary Interest: None
3. Approve agenda

Motion 17:38

To approve the agenda for the regular meeting on Thursday, September 21, 2017.

Moved by Susan Stokes Seconded by Judy Leadbetter Carried

4. Approve the minutes from the regular meeting on Wednesday, June 21st, 2017.

Motion 17:39

To approve the minutes for the regular meeting on Thursday, August 17, 2017 as presented.

Moved by Judy Leadbetter Seconded by Susan Stokes Carried

5. Delegations: None
6. Finance, Administration & Legal
 - a)CEO Report:
Honey Harbour: The circulation for August was 2,233. A seasonal resident emailed some very positive comments about the Honey Harbour Library and staff to Mayor Larry Braid who shared the email with the Laurie Kennard, CAO and Barbara.
The children's summer programs were very well attended. The Readopoly reading game had 36 children playing all summer long. In August the library had a Library Superheroes program with 17 children; 15 children attended Sparky the Fire Dog story time and fire safety program and the

Library Amazing Race Canada had 5 teams and a total of 19 people and Paper Bag Canadian Animal Crafts with 6 children.

The photography group met twice with a total of 10 people. The adult colouring attracted 4 people.

Jeannette Moreno had her review and her contract was renewed.

Jody Bressette had her 6 year annual review.

The white steel pillars in front of the library were painted at the end of August.

The new photocopier has been received and will be installed on September 26th.

MacTier: The circulation for August was 1,318.

A letter of appreciation was sent to the District of Muskoka Chairman, John Klinck praising the MacTier Library and especially Nadine Triemstra. This letter was emailed to the Township and sent on to the library. It is wonderful and morale boosting for staff to hear such positive comments from our customers.

The Township day camp attended several programs this summer at the MacTier Library. Sandy Inkster story time had 15 children, Mr. Lego had 33 children, 21 children attended Sparky the Fire Dog story time and fire safety program and 31 children and adults played the Library Amazing Race Canada. This was a very successful summer for children's programming.

Port Severn: The August circulation was 482 with 352 people visiting the library. A new mobile Samsung phone has been purchased for Port Severn with the same phone number. The phone is for incoming and outgoing calls, messages and texting and does not have Internet. The monthly cost which includes \$10 per month to pay for the phone over a two year contract is \$40 per month plus tax.

Overview:

Overdrive e-materials had 409 downloads and Zinio e-magazines had 18 downloads.

The 2018 draft budget was sent to Jane Corbeil, Director of Finance on the due date, Sept. 8th.

The Canada Student Job Grant report was submitted online.

The Public Library Operating Grant was submitted online.

SOLS has received up to \$460,000 in Connectivity Funding from the Ministry of Tourism, Culture and Sport for the 17/18 fiscal year (April 2017 – March 31, 2018).

Distribution of the grant will be based on the following priority criteria: libraries serving a population under 20,000 will be reimbursed 100% of their connectivity costs, and libraries serving a population over 20,000 will be reimbursed at a percentage to be determined as funding allows. Library service speed has to be at least 5 mbs to qualify for this funding and both Honey Harbour and MacTier have 10 mbs.

Barbara emailed a copy of our April – June 2017 invoices, along with a complete reimbursement request form. The funding will cover the expenses for one year based on the April to June 2017 invoices.

- b) Budget:
- i) Cheque register: The cheque register was emailed to the Board.
 - ii) Trial balance: The Board reviewed the Trial Balance and it was noted that the Honey Harbour Hydro expenses to date seemed high. Barbara will look into this for the October meeting.
 - iii) 2018 Budget: The updated version was officially approved by the Board.

Motion 17:40

To accept the revised draft budget as presented.

Moved by Susan Stokes

Seconded by Judy Leadbetter

Carried

c) Committees

i.) Public Relations: Nothing to report

ii) Friends of MacTier Library: Nothing to report

d) Strategic Plan 2017-2021: Nothing to report

e) Council Rep Report: This report was emailed to the Board.

September 11 Council Report: The Township will again apply for an Ont. Community Infrastructure Grant for replacement of the Joseph Road Storm Sewer in MacTier. The project is budgeted at close to \$2M.

The MTO has advised the Township that we can no longer run graders, backhoes and loaders up Hwy 400. Staff will need to buy a used or new trailer for transport.

Although the Province has indicated that there are controlling the invasive species phragmites on Highways, the Township will request more information on control plans for our area.

Loomex has prepared an updated Emergency Plan for the Township. Potential hazards include forest fires, weather events, incidents on Hwy 400 or railways and municipal water contamination.

Council passed a policy on Frivolous and Vexatious Complaints. Such continued queries are costing valuable staff time and effort.

Residents on Haskett's Drive, SML, will be surveyed by the District to determine if they wish to continue door to door garbage pickup or take their waste directly to the Baxter Transfer Site.

Kathy Kay reported that the Honey Harbour Public School is up and running at the former Our Lady of Mercy school building. The Province is involved in making free space into a Community Hub and the Board agreed that a member of the Library Board should attend if the library becomes under discussion. Kathy stated that the Province is waiting for the Trillium Lakelands District School Board to declare how much space is free in the facility.

f) Capacity Building Grant: On June 22, 2017, the Ministry announced a \$3 million investment through the Improving Library Digital Services (ILDS) fund that will support up to 307 libraries across the province. The ILDS fund will improve digital resources and services in provincially funded public and First Nation public libraries to better connect people to web-based information and opportunities. Our library will receive \$4,101.00 from this fund. The CEO suggested that this grant be posted in the 2018 budget to cover the Mobile Print and PC Res yearly contracts for Honey Harbour and MacTier libraries.

g) Programming: All three locations have a Bargain Book Sale until mid-October and customers can fill a grocery bag for \$5.00.

The 1st annual photo contest attracted some high quality photos and the library had 1st, 2nd and 3rd prize winners in the adult and youth category. Display boards highlighting the winning entries are being displayed in each branch.

A Library Film Night has been planned for Tuesday, October 17th at 7 p.m. in Baxter Ward Community Centre. The award winning Canadian documentary being shown from our Kanopy subscription is 'Life Off Grid', a film which explores the lives of Canadians in every province and territory who have chosen to build their lives around renewable energy with beautiful, inspiring, and often challenging results. The Board suggested having a donation jar.

h) Health & Safety Program: Nothing to report

i) Board/Staff/Volunteer Dinner: The invitation was sent out on September 12th. The Board discussed the dinner.

7. New or Other Business:

i) Policy Review: The Board discussed the Vulnerable Sector Police Check and whether staff and volunteers had to have this done each year. Barbara will find out for the October meeting. The adoption of the Township of Georgian Bay Accessibility Plan was deferred to the October meeting.

a) Volunteer Acceptance & Contracts b) Volunteer Performance Evaluation

c) Volunteer Recognition d) Volunteer Personnel Files e) Dismissal of Volunteers

f) Volunteer Training g) Attachments 2-8

h) Township of Georgian Bay Accessibility Plan

Motion 17:41

To accept the following policies as presented: Volunteer Acceptance & Contracts, Volunteer Performance Evaluation, Volunteer Recognition, Volunteer Personnel Files, Dismissal of Volunteers, Volunteer Training and Attachments 2-8.

Moved by Trish Thornton

Seconded by Linda Shannon

Carried

ii)New CEO: Diane thanked Trish Thornton, Linda Slavek and Susan Stokes for assisting with the interviews and she also thanked all of the Board for attending the second interview sessions. The Board announced the appointment of Matthew Rankin as CEO of our libraries. Matthew has a Masters of Library and Information Science from Western and an Bachelor of Arts from Wilfred Laurier. Matthew comes with invaluable experience through his prior positions, most recently at Base Borden Public and Military Library and Essa Public Library. The Board are all very enthusiastic about Matthew leading our libraries to become community hubs for all of our residents both permanent and seasonal. Matthew will start on October 18th.

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

Motion 17:42

To enter into Closed Session to discuss personal matters of an identifiable individual, including staff and board personnel at 7:57 p.m.

Moved by Linda Shannon

Seconded by Trish Thornton

Carried

Motion 17:43

To adjourn from Closed Session at 8:24 p.m. without a report.

Moved by Trish Thornton

Seconded by Linda Shannon

Carried

9. Adjournment:

Motion 17:44

To adjourn the regular meeting of September 21st, 2017 at 8:25 p.m.

Moved by Linda Shannon


Seconded by Trish Thornton

Carried


Chair

Riestemayer
Vice-Chair

Oct 19/17
Date

As Approved: 

As Amended: _____

Motion # 17: 49