



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## Minutes

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

Regrets: Linda Shannon, Susan Stokes

For the regular meeting on Thursday, September 15, 2016 at the Honey Harbour Public Library at 7:00 p.m.

1. The Chairperson will call the meeting to order

Motion 16:46

To call the regular meeting of September 15<sup>th</sup>, 2016 to order at 7:08 p.m.

Moved by Kathy Kay    Seconded by Diane Waters    Carried

2. Disclosure of Pecuniary Interest- None

3. Approve agenda

Motion 16:47

To approve the agenda for the regular meeting of September 15, 2016 as presented.

Moved by Kathy Kay    Seconded by Diane Waters    Carried

4. Approve the minutes from the regular meeting on Thursday, August 18, 2016.

Motion 16:48

To approve the minutes from the regular meeting of Thursday, August 18<sup>th</sup>, 2016 as presented.

Moved by Diane Waters    Seconded by Kathy Kay    Carried

5. Delegations: None

6. Finance, Administration & Legal

a)CEO Report

Honey Harbour: The circulation for August was 2486. The Rumble in the Jungle children's program attracted 17 children for outdoor stories, scavenger hunt and crafts.

The Honey Harbour Library is still having issues with the Cottage Country Internet connection for the staff computers. Our IT Technician has contacted them and someone will be coming out to check the equipment on the tower.

MacTier: The August circulation was 1371. The library held two children's programs, Sandy Inkster, Muskoka Early Year Specialist had 10 children in attendance and the Pirate program was a lot of fun with 27 children.

The Auracom Internet connection has been cancelled and the MacTier Library will have all of the computers on Bell. This is working really well with no problems.

MacTier's fundraising program for lego was very successful raising \$300.00 plus a new bucket of lego worth about \$60.00. Customers donated \$2.00 to the lego fund and received one ticket to deposit in a bag by the book prize of their choice.

Port Severn: The August circulation was 459 with 279 people visiting the library.

Overview: The Overdrive e-material totalled 369 downloads and Zinio e-magazines had 39.

Matthew Hawley was a great asset in Honey Harbour and MacTier. He assisted with desk duties as well as planning and presenting children's programs, photographing the programs and activities, updated the supply inventory, processed materials and helped out with the Summer Reading Club.

The Canada Summer Jobs Grant report was e-filed at the end of August.

Barbara attended the Healthy Aging Master Plan community meeting during the morning of Thursday, September 8<sup>th</sup> and the provider's session that afternoon in Bracebridge. The plan will be reviewed by the steering committee in October and then presented at District Council.

The library has 197 completed surveys from all branches and the reports have been run from Survey Monkey. Barbara will review the results and present them to the Board and Staff in October before the library's Strategic Plan meeting.

b)Budget

i)Cheque Register: The Board discussed the cheque register that was emailed out to all members.

ii)2017 budget discussion: The Board reviewed the Draft 2017 budget. The Strategic Plan 2017-2020 will be added as a project and the IT Technician will be taken off of the projects as this is now ongoing and paid from the Operational Budget.

Barbara will look into the timelines for transferring the Municipal Grant into the library bank account.

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

Motion 16:49

To enter into a Closed Session to discuss personal matters of an identifiable individual including staff and board personnel at 8:11 p.m.

Moved by Diane Waters

Seconded by Kathy Kay

Carried

To rise from a Closed Session at 8:34 p.m. without a report.

Moved by Kathy Kay

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 Sustainability/Funding/Grants committees will meet on Wednesday, September 28<sup>th</sup> at 8:30 a.m. in the common eating area at the Petro Canada complex in Port Severn.

iii)Sustainability/Funding/Grants: This committee will join the above meeting.

e)Strategic Plan 2017-2020: Barbara will call the Consultant to get some dates for the meeting.

f)Council Rep Report: Council debated the merits of a zoning request for an oversize cottage on Six Mile Lake (SML) (365 sq. m. versus the Official Plan limit of 275 sq. m.). In addition, there were also requests for an oversized bunky, front yard setback and lot coverage. In the end, the proponent requested a deferral to consider all of Council's concerns.

The next day the Committee of the Whole agreed to a freeze on further requests for oversize cottages on SML for one year, through an Interim By-law, to assess future control options.

A Charitable Tax Receipt for \$57,500 was provided to the owner of the 1933 cottage of the famous Canada painter David Milne. There are plans to move the cottage from SML to the historical site near the Bressette House in Port Severn. It is hoped to use the cottage as an outlet for local artists.

An updated Council Code of Conduct, prepared by our Integrity Commissioner, was approved. Bill Demkiw made a presentation of thanking Council and staff for all the community assistance in MacTier over the last year – paved shoulders into MacTier from Lake Joseph Road , gazebo and rubber handicap mats at Stewart Beach, landscaping behind the LCBO and participation of local Councillors on their Community Events Committee.

The 2017 Budget process has begun with Councillor and a public survey results, staff reports and public input scheduled for Oct. 12

A few Councillors will be working with staff to consider improvements to our Noise By-law such as excessive neighbour party noise.

District Council members and staff provided a presentation on District Community Services – housing, social assistance, child care, Health Centres, transportation, etc. It is the biggest District Dept, with over 300 employees.

g)Capacity Building Grant: Nothing to report.

h)CEO Succession Planning: Nothing to report.

i)Canada Post Children's Grant: The library was unsuccessful in attaining this grant.

j)Pay It Forward Muskoka Grant: The adjustable desk was installed in the Honey Harbour Library. A computer will be purchased with the balance of the funds.

k)Board/Staff/volunteer Dinner: The room at Baxter Ward Community Centre has been booked for Friday, November 4<sup>th</sup>. The Board perused the invitation which will be sent out on Friday, September 16<sup>th</sup>.

7. New or Other Business:

i)CEO Yearly Evaluation: Tracey will send out an email to Board Members requesting two volunteers to form the CEO Evaluation Committee with her.

ii)October meeting date: Three members cannot attend the October meeting. The Board discussed changing the date. As the budget deadline is October 14<sup>th</sup> for sending the budget to the Township's Director of Finance, the Board decided to meet on Thursday, October 6<sup>th</sup> if members can attend on that date. Barbara will send out an email to the Board.

8. Adjournment: The next meeting will be on Thursday, October 6, 2016 at 7 p.m. in the MacTier Public Library.

Motion 16:51


To adjourn the regular meeting of September 15, 2016 at 8:58 p.m.

Moved by Kathy Kay

Seconded by Diane Waters

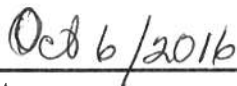
Carried

  
Chair

As Approved: 

  
Vice-Chair

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

  
Date:

Motion # 16: 54