



## TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

### Minutes

For the regular meeting on Tuesday, April 14<sup>th</sup>, 2020 by telephone conference at 5:00 p.m.

#### Present(by phone)

Susan Stokes  
Caroline Axiak  
Maureen Cooper  
Susan McGibbon  
Linda Shannon  
Stephen Jarvis  
Tracey Fitchett (CEO)

#### MEETING:

1. The meeting was called to order at 5:02 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval  
**Motion 20:10**  
To approve the agenda for the regular meeting of April 14<sup>th</sup>, 2020, as presented.  
  
**Moved by:** Caroline Axiak  
**Seconded by:** Linda Shannon  
**Results:** Carried
4. Approve the minutes from the regular meeting of March 9<sup>th</sup>, 2020.  
**Motion 20:11**  
To approve the minutes of the regular meeting of March 9<sup>th</sup>, 2020, as presented.  
  
**Moved by:** Maureen Cooper  
**Seconded by:** Susan McGibbon  
**Results:** Carried
5. Delegations: **None**
6. Finance, Administration & Legal:
  - a) **CEO Report**  
The CEO report was distributed by email prior to the meeting. Tracey informed the Board that beginning next week, the library is going to offer a curbside book pickup from MacTier and Port Severn. Books and movies can be reserved online. A pick up time will be scheduled for a Tuesday and the books will be either placed outside the door of the library for the patron to

pick-up at the appointed time or the books will be put into the trunk of the vehicle.

Susan mentioned that there are two individuals that would like to join the library board. To date, the requests have not come before Council. Stephen said that he would talk to Council about bringing this forward for appointment.

**b) Financial Update:**

- A copy of the cheque register was emailed out to the board members prior to the meeting.
- A copy of the financial statement was emailed out prior to the board meeting.

**c) Council Rep Report**

Stephen mentioned that Council is also conducting meetings remotely. Only a couple of items are being discussed at a time but they are managing.

**7. Previous Business:**

**a) Port Severn Library Move Update**

The Port Severn library was scheduled to move from the small space that it currently occupies on March 23<sup>rd</sup>. The move was postponed due to the restrictions imposed by Covid-19. In order to move the book cases and books to the lobby, the staff would not be able to maintain a six foot distance. Once the restrictions are lifted the move will be rescheduled.

**b) Honey Harbour Library Move Update**

The Honey Harbour branch access was discussed. Currently, no access is permitted into the location due to the school board restricting staff access. This needs to be addressed in order to find out what access will be permitted once the closure restrictions are lifted by the Province. If the school does not reopen until fall, we need to ensure that the library will be permitted into the school in order to complete the set up and open to the public. Tracey will submit a letter to Susan. She will discuss this with the Township and hope that they can take it to the school board for some answers.

We also need to find out if the Township has started to pay rent on the school space. Tracey is not sure if rent has been paid yet.

**c) Pay Equity Review- (deferred)**

**8. New or Other Business:**

**a) OP-015 Cell Phone and Electronic Device Policy**

**Motion 20:12**

To approve OP-015 Cell Phone and Electronic Device Policy as presented and circulated.

**Moved by:** Linda Shannon

**Seconded by:** Caroline Axiak

**Results:** Carried

**b) OP-016 Children's & Teens' Services Policy**

**Motion 20:13**

To approve OP-016 Children's & Teen's Services Policy as amended and circulated.

**Moved by:** Susan McGibbon

**Seconded by:** Maureen Cooper

**Results:** Carried

**c) OP-017 Circulation Policy**

**Motion 20:14**

To approve OP-017 Circulation Policy as presented and circulated.

**Moved by:** Linda Shannon

**Seconded by:** Caroline Axiak

**Results:** Carried

**d) OP-018 Fees Policy**

**Motion 20:15**

To approve OP-018 Fees Policy as presented and circulated.

**Moved by:** Caroline Axiak

**Seconded by:** Susan McGibbon

**Results:** Carried

**e) OP-019 Computers & Internet Policy**

**Motion 20:16**

To approve OP-019 Computers & Internet Policy

**Moved by:** Maureen Cooper

**Seconded by:** Linda Shannon

**Results:** Carried

**f) Purchase Request**

Nadine Triemstra submitted a letter to the Board requesting that the MacTier library purchase a Dremel 3D Printer, Cricut Maker and a Singer sewing machine. All three items will be used for programming. The MacTier branch has raised significant funds over the last two years. The funds were not allocated specifically at the time when they were raised so the cost will have to be drawn from the Capital Programming and Equipment reserve account.

The Board discussed the benefit of purchasing the equipment for the library. The board felt that the Honey Harbour branch would also benefit from the 3D printer and Cricut especially considering the deficiencies of the new location.

**Motion 20:17**

To approve the purchase of a Dremel 3D Printer for the MacTier Public Library and the Honey Harbour Public Library for a maximum cost of \$2,500 each including installation and set-up. The funds are to be drawn from the Capital Program and Equipment reserve account.

**Moved by:** Caroline Axiak

**Seconded by:** Maureen Cooper

**Results:** Carried

**Motion 20:18**

To approve the purchase of a Cricut Maker for the MacTier Public Library and the Honey Harbour Public Library for a maximum cost of \$250 each including installation and set-up. The funds are to be drawn from the Capital Program and Equipment reserve account.

**Moved by:** Susan McGibbon  
**Seconded by:** Maureen Cooper  
**Results:** Carried

**Motion 20:19**

To approve the purchase of a Singer Sewing Machine for the MacTier Public Library for a maximum cost of \$250. The funds are to be drawn from the Capital Program and Equipment reserve account.

**Moved by:** Linda Shannon  
**Seconded by:** Maureen Cooper  
**Results:** Carried

9. **Closed Session:** None

10. **Adjournment**

**Motion 20:20**

To adjourn the regular meeting of Tuesday, April 14<sup>th</sup>, 2020 at 5:54 p.m.

**Moved by:** Linda Shannon  
**Seconded by:** Caroline Axiak  
**Results:** Carried

\_\_\_\_\_  
**Chair**

As Presented:\_\_\_\_\_

\_\_\_\_\_  
**CEO**

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

**Date:**\_\_\_\_\_