



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Monday, March 9th, 2020 at the MacTier Public Library at 5:00 p.m.

Present: Susan Stokes
Caroline Axiak
Margarete Cameron
Judy Leadbetter
Maureen Cooper (by phone)
Tracey Fitchett (CEO)
Susan McGibbon (by phone)
Bonnie Blanchard (by phone)
Stephen Jarvis
Allan Hazelton

MEETING:

1. The meeting was called to order at 5:02 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval
Motion 20:05
To approve the agenda for the regular meeting of March 9th, 2020, as presented.

Moved by: Caroline Axiak
Seconded by: Stephen Jarvis
Results: Carried
4. Approve the minutes from the regular meeting of January 13th, 2020.
Motion 20:06
To approve the minutes of the regular meeting of January 13th, 2020, as presented.

Moved by: Stephen Jarvis
Seconded by: Caroline Axiak
Results: Carried
5. Delegations: **None**
6. Finance, Administration & Legal:
 - a) **CEO Report**
The CEO report was distributed by email prior to the meeting.

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

Al mentioned that due to the Corona Virus the open house for the Honey Harbour library may have to be cancelled along with all public events that the Township has scheduled. Tracey will contact the Fire Chief directly about this.

7. Previous Business:

a) Port Severn Library Move Update

The Port Severn library is scheduled to move from the small space that it currently occupies on March 23rd. Tracey is coordinating with Bill from the Township since he will be disconnecting and reassembling the cabinets when they move back to the lobby of the Community Services building.

b) Honey Harbour Library Move Update

The new location is coming together. Tracey and Susan talked to Jennifer about items that still needed to be completed. The shelving placements have been finalized and the new library has been cleaned. Since the library staff are the end users, the contractors are now permitted to work with the library staff to ensure that nothing is overlooked and everything is in place.

The board has requested that Tracey prepare a letter regarding the new library space documenting any deficiencies that the new space may have. This letter will be submitted to all of the board members then will be forwarded to the Township.

8. New or Other Business:

a) HR-004 Job Descriptions Policy

Motion 20:07

To approve HR-004 Job Descriptions Policy as presented and circulated.

Moved by: Stephen Jarvis

Seconded by: Caroline Axiak

Results: Carried

b) HR-005 Recruitment & Selection Policy

Motion 20:07

To approve HR-005 Recruitment & Selection Policy as amended and circulated.

Moved by: Caroline Axiak

Seconded by: Stephen Jarvis

Results: Carried

c) Pay Equity Review

The last pay equity review that was conducted for the library staff was in 2008. Tracey contacted other libraries in our area to find out what their staff are being paid for similar positions. This information was presented to the Board.

Tracey was directed to send this information to Tammy Martin, the Human Resources Clerk for the Township of Georgian Bay. Tammy has been recently involved in the Township's pay equity review so she may be able to provide the Board members with guidance on the appropriate steps to take going forward. She will send information directly to the Board members.

9. **Closed Session:** None

10. **Adjournment**

Motion 20:09

To adjourn the regular meeting of Monday, March 9th, 2020 at 6:21p.m.

Moved by: Caroline Axiak

Seconded by: Stephen Jarvis

Results: Carried

Chair

As Presented: _____

CEO

As Amended: _____

Date: _____