



## TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

### Minutes

For the regular meeting on Monday, May 11<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  
Allan Hazelton  
Tracey Fitchett (CEO)  
Jennifer Schnier  
Jessica Gunby

#### MEETING:

1. The meeting was called to order at 5:01 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval  
**Motion 20:21**  
To approve the agenda for the regular meeting of May 11<sup>th</sup>, 2020, as presented.  
**Moved by:** Linda Shannon  
**Seconded by:** Caroline Axiak  
**Results:** Carried
4. Approve the minutes from the regular meeting of April 14<sup>th</sup>, 2020.  
**Motion 20:22**  
To approve the minutes of the regular meeting of April 14<sup>th</sup>, 2020, as presented.  
**Moved by:** Maureen Cooper  
**Seconded by:** Susan McGibbon  
**Results:** Carried
5. Delegations: **Jessica Gunby and Jennifer Schnier**  
re: Honey Harbour Library Update

Jennifer gave an update to the board on the status of the Honey Harbour Library and where things are with the Trillium Lakelands District School Board. The school board received the letter that Tracey emailed; but due to Covid-19 they need to focus on measures required to keep the students and school staff safe before they can focus on the library. The discrepancies will be addressed and more information will follow when they are able to do so.

Jennifer and Jessica spoke to the board about the importance of following protocols for the flow of information to and from the library to the Township. Jennifer has been, and will continue to be, the contact person for the Township. She will continue to work on the library move into the Honey Harbour Public School with the TLDSB. It was decided that Tracey will be the point person for the Library Board. She will work with Jennifer for any and all questions pertaining to library. This will be for all matters involving the Township; not just the library move.

Stephen mentioned that he would like the discrepancies that were listed on the letter to be a priority. He suggested that Jennifer update us each month prior to our Board meeting regarding the progress and status of the Honey Harbour Library with the TLDSB.

Jennifer and Jessica were thanked for attending the meeting. Jennifer left the meeting.

## 6. Finance, Administration & Legal:

### a) **CEO Report**

The CEO report was distributed by email prior to the meeting. Tracey informed the board that she has now received three quotes for redesigning our website. One quote is too high and will not be considered. Tracey will seek other price quotes to present to the board at the meeting next month.

Susan McGibbon suggested that Tracey contact some of the approved companies that are listed on the Digital Main Street website. Jennifer Schnier is the contact person for the Township and business development. Tracey will speak with her about this.

Tracey is looking into applying for a grant to help fund the website redesign. She called Ontario Trillium Foundation to see if this type of project would qualify in order to submit an application. They said that it does but the Township will have to apply on our behalf. Tracey will contact Jennifer Schnier about this.

We are awaiting news from the Provincial Government this week regarding Stage 1 plans for the re-opening of the province. Tracey is working on writing policies and implementing safety measures to keep the staff and patrons safe once libraries are able to open again.

### 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. There is nothing to report at this time. The agendas are short and items are being held off if they can be.

## 7. Previous Business:

### a) **Port Severn Library Move Update**

Nothing new to report.

### b) **Honey Harbour Library Move Update**

Jennifer Schnier gave us the update during her and Jessica's delegation.

**8. New or Other Business:**

**a) OP-020 Public Library Building Policy**

**Motion 20:23**

To approve OP-020 Public Library Building Policy as presented and circulated.

**Moved by:** Linda Shannon

**Seconded by:** Caroline Axiak

**Results:** Carried

**b) OP-021 Reference & Information Policy**

**Motion 20:24**

To approve OP-021 Reference & Information Policy as amended and circulated.  
Item 4- 'The staff will assist, as available,...'

**Moved by:** Maureen Cooper

**Seconded by:** Allan Hazelton

**Results:** Carried

**c) OP-022 Service Levels Policy**

**Motion 20:25**

To approve OP-022 Service Levels Policy as presented and circulated.

**Moved by:** Linda Shannon

**Seconded by:** Caroline Axiak

**Results:** Carried

**d) OP-023 Power Point Projector Policy- Deferred**

**9. Closed Session:** None

**10. Adjournment**

**Motion 20:26**

To adjourn the regular meeting of Monday, May 11<sup>th</sup>, 2020 at 5:50 p.m.

**Moved by:** Linda Shannon

**Seconded by:** Susan McGibbon

**Results:** Carried

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

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

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

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

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