



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Monday, February 8th, 2021 by Zoom video conference at 5:00 p.m.

Present(by Zoom)

Susan McGibbon
Susan Stokes
Allan Hazelton
Maureen Cooper
Stephen Jarvis
Caroline Axiak
Tracey Fitchett (CEO)

MEETING:

1. The meeting was called to order at 5:06 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval
Motion 21:07
To approve the agenda for the regular meeting of January 11th, 2021, as amended.
Add item (c) Board and Staffing Update to item 8. New or Other Business

Moved by: Allan Hazelton
Seconded by: Caroline Axiak
Results: Carried
4. Approve the minutes from the regular meeting of January 11th, 2021.
Motion 21:08
To approve the minutes of the regular meeting of January 11th, 2021, as presented and circulated.

Moved by: Susan Stokes
Seconded by: Maureen Cooper
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 financial statement was emailed prior to the board meeting.
There were a few updates since the CEO report and financial statement was distributed:

Notes:

The library has now received our 4th quarter Municipal grant payment from the Township for \$39,026.00. We are still waiting for the Community Policing Revenue of \$4,600 to be posted for 2020. There are expenses that need to be posted against 2020 budget as well but this will be completed shortly. There will be surplus once the postings are completed and I am recommend that the balance of the money owing to Rhubarb Media for the website and brand work be drawn from the surplus account.

We received a cheque from SOLS for \$80 to cover the cost of ILLO postage and \$996.00 for the public internet rebate. I have coded these credits to the 2021 budget.

We also received \$2,242.00 from the Federal Government for a summer student grant for 2020. I coded the credit to 2021 expenses since we will have a surplus for 2020. I have submitted two grants for summer students for 2021 but do not anticipate knowing the results until late April.

Last fall, RB Digital (the company that we purchase e-magazines from) was purchased by Overdrive. They do not offer bundles to purchase like RB Digital did at the moment. The cost to offer the e-magazines if \$2000 US but it includes all 3,000 titles. We have a credit with Overdrive for \$2400 CAD (we receive a percentage credit when we purchase e-books) so I have purchased the e-magazines for 2021 using this credit. Hopefully by next year they will have smaller bundles available to purchase.

c) Council Rep Report

Meetings are still being held by Zoom. The 2021 budget for the library has been approved by the Council.

7. Previous Business:

a) Website Update

Susan McGibbon and Tracey attended a Zoom meeting with Chad from Rhubarb Media about the design of the website. We looked at a few websites that had layouts that we liked. They include Huntsville Public Library, Port Colborne Public Library, Stratford Public Library and the MacLaren Art Centre.

Tracey is going to start gathering high resolution pictures that can be used on the new website but if higher res pictures are needed, the board may have to hire someone to come in and take them. Tracey is also going to work on the content of the pages before she leaves.

Once there is a framework for the new website, we will be able to try it out and work the bugs out before it goes live. The expected date that the website will be live is the beginning of May.

b) Strategic Plan

Survey Results

Susan provided a summary of the results of the library survey that is on Survey Monkey. The summary is attached to the minutes. To date, 368 people have completed the survey. 35% are permanent residents and 65% seasonal.

The survey was posted on the library website and Facebook page. It was also directly emailed to all patrons who have provided their email addresses. Susan and Tracey have sent the survey out to various groups and cottage associations in order to receive more results. The results have provided good information that will help with the strategic plan. The next next survey that we put out should ask the respondents where they are located.

SOAR Analysis

When working on a strategic plan, you would usually prepare a SWOT analysis. Susan recommended a similar tool designed for non-profit and cultural organizations. It is a SOAR analysis. It is more applicable to a library and more user friendly. A copy has been included with the minutes.

The board members and staff were asked to complete the SOAR analysis and return it to Susan by **Friday, February 19th, 2021**. A template is attached.

8. New or Other Business:

a) 2020 Annual Report

The draft copy of the 2020 Annual Report was emailed to the board and was reviewed.

b) CEO Search

Susan formed a selection committee for the CEO search. The members include Susan McGibbon, Susan Stokes, Stephen Jarvis and Tracey Fitchett. Tracey is not a voting member on the committee. Susan created a job profile and it was sent out last week. It has been posted on the library's website, Facebook, Township's website, Indeed, LinkedIn, SOLS, Ontario Library Service, District of Muskoka as well as posters displayed.

Susan also reached out and emailed 17 CEO's. She has received responses from 10 so far. The responses have been very appreciated and they have provided good comprehensive feedback. Unfortunately, no applications have been received from the emails.

There have been 36 resumes received so far but many do not meet the job criteria. The deadline has been extended to Friday, February 12th. Interviews will begin this week with a few selected applicants.

c) Board and Staffing Update

Susan spoke with board member Bonnie Blanchard and due to personal commitments, she has submitted her resignation from the library board. She was thanked for the work that she has done while on the board.

Nadine Triemstra, the branch manager at the MacTier Public Library, has submitted a letter of retirement. Her final day is April 30th, 2021. She has worked at the library since August 2012. Nadine worked for many years at the libraries in Seguin Township prior to joining us. Her knowledge, expertise and enthusiasm will be missed. Once a CEO has been hired, the job opening will be posted.

9. Closed Session

None

10. Adjournment

Motion 21:09

To adjourn the regular meeting of Monday, February 8th, 2021 at 6:16 p.m.

Moved by: Susan Stokes

Seconded by: Stephen Jarvis

Results: Carried

**Next Library Board meeting will be held on Monday, March 8th, 2021, at 5:00 pm by
Zoom**

Chair

As Presented:_____

CEO

As Amended:_____

Date:_____