



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Monday, January 11th, 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
Linda Shannon
Tracey Fitchett (CEO)

MEETING:

1. The meeting was called to order at 5:01 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval
Motion 21:01
To approve the agenda for the regular meeting of January 11th, 2021, as presented.
Moved by: Stephen Jarvis
Seconded by: Susan Stokes
Results: Carried
4. Approve the minutes from the regular meeting of November 16th, 2020.
Motion 21:02
To approve the minutes of the regular meeting of November 16th, 2020, as presented and circulated.
Moved by: Maureen Cooper
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 financial statement was emailed out prior to the board meeting.

c) **Council Rep Report**

There was not much to report. IT changes are being made at the Township to tighten up security.

7. Previous Business:

a) **2021-2022 Vice Chair Position**

Susan McGibbon nominated Susan Stokes as Vice Chair for this term. She accepted the position.

Motion 21:03

To appoint Susan Stokes as Vice Chair for the Library Board for 2021-2022.

Moved by: Linda Shannon

Seconded by: Caroline Axiak

Results: Carried

b) **2021 Meeting Dates**

A suggested meeting date list was previously emailed to all board members. The members accepted the suggestions for the 2021 board meetings.

Motion 21:04

To approve the library board meeting dates for 2021 as follows:

Monday January 11th, Monday February 8th, Monday March 8th, Monday April 12th, Monday May 10th, Monday June 14th, Monday September 13th, Monday October 18th and Monday November 8th.

The meetings are scheduled to begin at 5:00 pm by Zoom unless otherwise arranged.

Moved by: Linda Shannon

Seconded by: Susan Stokes

Results: Carried

c) **Branding and Website Design**

Tracey has been in contact with four companies who have provided proposals for the website redesign and branding for our library. She forwarded the proposals to Susan McGibbon and they reviewed them in detail.

Three of the four companies have experience working with libraries and non-profit organizations. The quotes range in price therefore the quality and scope of the work, as well as the experience of the company was given great consideration. It was decided that it would be in the best interest of the library to have one firm do both the branding and the website.

Stephen asked if an RFP is required in order to select a vendor for these projects. In this case, we want to keep the work as local as possible and since four vendors did submit proposals, it is not necessary. We do need to proceed with this as soon as possible especially since our website is still not functioning properly. If an RFP was issued, we would have companies from all over the province submit their quotes and it would delay the project. Most of the companies that did submit a proposal do have experience working with libraries and the quality of their work is excellent.

After discussing this with the board, a motion was made.

Motion 21:05

To approve the funding for the rebranding project for the Township of Georgian Bay Public Library and to award the contract to Rhubarb Media as per their proposal. The expense for the project will be withdrawn from the reserve account 5-5-4999-4999 Surplus Current in the amount of \$5,000 plus HST.

Moved by: Stephen Jarvis

Seconded by: Allan Hazelton

Results: Carried

8. New or Other Business:

a) Board Meetings- Structure and Process

A discussion, lead by Susan McGibbon, was held to talk about the current structure and process of board meetings. Notes are attached to the minutes to highlight the details of the discussion.

b) Strategic Plan- Process, timing and plan elements

Chair Susan McGibbon spoke to the board about the process of doing a strategic plan. She has ample experience in this field and she lead the board through the process, timing and talked about the plan elements that will be required to do the strategic plan for the library.

The last time the board did a strategic plan, an outside agency was hired to guide the board through this. After the discussion, the board agreed that since Susan is very qualified to lead the board, it will save the expense of hiring an outside company.

See the attached notes for details of the discussion.

9. Closed Session

None

10. Adjournment

Motion 21:06

To adjourn the regular meeting of Monday, January 11th, 2021 at 5:55 p.m.

Moved by: Susan Stokes

Seconded by: Linda Shannon

Results: Carried

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

Chair

As Presented:_____

CEO

As Amended:_____

Date:_____