



## TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

### Minutes

For the regular meeting on Monday, June 15<sup>th</sup>, 2020 by Zoom Video conference and Fongo telephone conference at 5:00 p.m.

Present(by phone)

Susan Stokes - Zoom  
Caroline Axiak- Zoom  
Maureen Cooper- Zoom  
Susan McGibbon- Zoom  
Bonnie Blanchard- Zoom  
Linda Shannon- Fongo  
Stephen Jarvis- Zoom  
Tracey Fitchett (CEO)- Zoom

MEETING:

1. The meeting was called to order at 5:04 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval  
**Motion 20:27**  
To approve the agenda for the regular meeting of June 15<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 May 11<sup>th</sup>, 2020.  
**Motion 20:22**  
To approve the minutes of the regular meeting of May 11<sup>th</sup>, 2020, as presented.  
**Moved by:** Susan McGibbon  
**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. Tracey mentioned to the Board that she emailed Jennifer Schnier last week to see if it would be possible to use the entrance to the previous library for curb side pickup in Honey Harbour starting at the end of June. If not, then may a tent or shelter be put up in front of the previous library for curb side pick up. She is waiting for a response. The Board suggested that Tracey ask Jennifer

Schnier if the Township has a tent or shelter that could be borrow if we have to go that route.

**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**

Nothing new to report.

**8. New or Other Business:**

**a) OP-023 Projector Policy**

**Motion 20:29**

To approve OP-023 Projector Policy as presented and circulated.

**Moved by:** Linda Shannon

**Seconded by:** Caroline Axiak

**Results:** Carried

**b) HR-007 Employee Code of Conduct Policy**

**Motion 20:30**

To approve HR-007 Code of Conduct Policy as presented and circulated.

**Moved by:** Maureen Cooper

**Seconded by:** Bonnie Blanchard

**Results:** Carried

**c) HR-008 Letter of Agreement Policy**

**Motion 20:31**

To approve HR-008 Letter of Agreement Policy as presented and circulated.

**Moved by:** Maureen Cooper

**Seconded by:** Susan McGibbon

**Results:** Carried

**d) HR-009 Probation Period Policy**

**Motion 20:32**

To approve HR-009 Probation Period Policy as presented and circulated.

**Moved by:** Stephen Jarvis

**Seconded by:** Linda Shannon

**Results:** Carried

9. **Closed Session:** None

10. **Adjournment**

**Motion 20:33**

To adjourn the regular meeting of Monday, June 15<sup>th</sup>, 2020 at 5:46 p.m.

**Moved by:** Linda Shannon

**Seconded by:** Bonnie Blanchard

**Results:** Carried

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

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

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

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

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