



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Monday, November 16th, 2020 by Zoom video conference at 5:00 p.m.

Present(by Zoom)

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

MEETING:

1. The meeting was called to order at 5:02 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval
Motion 20:51
To approve the agenda for the regular meeting of November 16th, 2020, as amended.

Add to item (9) Closed Session. To enter into a closed session to discuss personal matters of an identifiable individual(s) including staff and board personnel.

Moved by: Stephen Jarvis
Seconded by: Susan McGibbon
Results: Carried
4. Approve the minutes from the regular meeting of October 19th, 2020.
Motion 20:52
To approve the minutes of the regular meeting of October 19th, 2020, as presented and circulated.

Moved by: Maureen Cooper
Seconded by: Allan Hazelton
Results: Carried
5. Delegations: **None**
6. Finance, Administration & Legal:
 - a) **CEO Report**
The CEO report was distributed by email prior to the meeting. Tracey added that she attended a virtual SOLS Trustee meeting on Saturday, November 14th. The topics included information about the amalgamation of the Southern Ontario Library Service and the Ontario Library Service North. This will become effective on April 1st, 2020 and will now be called Ontario

Library Service. The core services will not be changing and no funding cuts are anticipated.

The Super Conference this January will be held virtually this year.

Many libraries in Ontario are now looking at their strategic plans. It is time to revise the plans especially since Covid has altered how we do things at the library.

b) Financial Update:

A copy of the financial statement was emailed out prior to the board meeting. Tracey reviewed the revenue and expenses currently and what is anticipated for the remainder of the year with the board.

c) Council Rep Report

The Township is working on going through the budget process at this time. They are still meeting virtually but it is working well for them.

7. Previous Business:

a) Honey Harbour Library Update

The automatic door openers are now functioning. The blinds need to be installed but other than that, we are ready to open. Tracey contacted Jennifer last Friday to check the status of the library and the final inspection has now been booked. We will be notified once it has been completed.

b) Staff Appreciation

Due to Covid-19, having the staff, board members and volunteers meet for an appreciation event is not possible this year. The board discussed giving each staff member a gift certificate, donated by the board members, to show their appreciation. Tracey will look after collecting donated money, purchasing the gift cards and distributing them to the staff.

c) Website Redesign

Tracey has been in contact with another company who does website design as well as branding. They have extensive experience working with libraries and non-profit groups. Tracey met with the consultant of Hardie and Company to discuss the needs of the library's website redesign. Rebranding was also discussed. This company submitted a proposal which was emailed to the board prior to the meeting for review.

After discussing the matter, the board has directed Tracey to obtain a quote from another company for rebranding in order to make a comparison. If the board does decide to move ahead with rebranding, it will have to be done after a new strategic plan is in place.

In the meantime, some work can begin on the website redesign. Templates, layouts, general information can be looked at to start the new website design.

8. New or Other Business:

a) 2021 Board Meeting Dates

Dates for the 2021 board meetings need to be set. It was discussed that we should consider the third Monday of each month. Tracey will send out the proposed dates to the board members for approval.

b) 2021-2022 Chair and Vice-Chair Board Positions

Stephen Jarvis nominated Susan McGibbon as Chair for 2021-2022. She accepted the position. She will begin her term as of January 1st, 2021.

The Vice-Chair position will be discussed during our December 14th meeting.

Motion 20:53

Stephen Jarvis nominates Susan McGibbon as Chair of the Township of Georgian Bay Library Board for 2021-2022.

Moved by: Stephen Jarvis

Seconded by: Allen Hazelton

Results: Carried

c) Strategic Plan

A summary of the 2017-2021 strategic plan was emailed to the board members prior to the meeting. It included a summary of goals work plan to show what has been completed to date. The board discussed starting to work on a new strategic plan. Susan McGibbon, who has experience working on strategic plans, talked about the importance of having this complete before going forward with other projects such as rebranding. We need to look at where we are at with our current plan, see what the community wants and how the needs have changed, gather input from staff and patrons, and work on a new plan.

Tracey will start working on templates for surveys for the public and will gather additional information to present to the board at the next meeting. Work plans and dates will be talked about during the December board meeting.

9. Closed Session

To enter into a closed session to discuss personal matters of an identifiable individual(s) including staff and board personnel.

Motion 20:54

To enter into a closed session at 6:05 p.m. to discuss personal matters of an identifiable including staff and board personnel.

Moved by: Allan Hazelton

Seconded by: Stephen Jarvis

Results: Carried

Motion 20:55

To rise from a closed session at 6:19 p.m. without a report.

Moved by: Allan Hazelton

Seconded by: Susan McGibbon

Results: Carried

10. Adjournment

Motion 20:56

To adjourn the regular meeting of Monday, November 16th, 2020 at 6:20 p.m.

Moved by: Allan Hazelton

Seconded by: Stephen Jarvis

Results: Carried

Next Library Board meeting will be held on Monday, December 14th, at 5:00 pm by Zoom

Chair

As Presented:_____

CEO

As Amended:_____

Date:_____