



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

Minutes

For the regular meeting on Monday, October 19th, 2020 by Zoom video conference at 5:00 p.m.

Present(by Zoom)

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

MEETING:

1. The meeting was called to order at 5:00 p.m.
2. Conflict of Interest Disclosure: **None**
3. Agenda Approval
Motion 20:43
To approve the agenda for the regular meeting of October 19th, 2020, as presented and circulated.

Moved by: Stephen Jarvis
Seconded by: Susan McGibbon
Results: Carried
4. Approve the minutes from the regular meeting of September 21st, 2020.
Motion 20:44
To approve the minutes of the regular meeting of September 21st, 2020, as presented and circulated.

Moved by: Linda Shannon
Seconded by: Stephen Jarvis
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. The funds that needed to be transferred from the Township to the library has been completed.

c) Council Rep Report

There was not much to report. The Committee of Adjustment meetings are being held virtually once again.

7. Previous Business:

a) Honey Harbour Library Update

The Honey Harbour School did not pass the recent inspection for occupancy. The automatic door openers need to be installed in order to meet the building code. No date has been given at this time. Stephen mentioned that the Councillors and Township staff are frustrated as well.

b) Staff Appreciation

Tracey has talked to each staff member to see if they would be interested in meeting for an appreciation luncheon in December. The board would pay for the luncheon in appreciation of the staff. Most staff like the idea but due to the increasing number of Covid-19 cases within the province, it would not be wise to meet in person. The board will think of other ideas to show their appreciation and will discuss it at our next board meeting.

c) OP-013 Computer and Tablet Policy Update

The Computer/Tablet/Ipad policy was circulated with the recommended amendments that were discussed at the last board meeting.

Motion 20:45

To approve OP-013 Computer/Tablet/Ipad Policy as presented and circulated.

Moved by: Maureen Cooper

Seconded by: Susan McGibbon

Results: Carried

d) Website Redesign

The library's website requires a redesign. The site is outdated and is difficult to add new content onto it. Tracey mentioned that our goal is to post various virtual programs onto the site. The staff are planning on starting with Storytime programs and adding in craft programs to start with.

Tracey suggested that the board withdraw the motion for the purchase of the two 3D printers that was passed previously and use those funds to pay for the website redesign instead. Tracey needs to look further into the details of 3D printers to ensure that the library purchases the the equipment that will meet the library's needs. The website is the priority at this time.

Motion 20:46

To withdraw motion 20:18

Motion 20:18: To approve the purchase of a Dremel 3D Printer for the MacTier Public Public Library and the Honey Harbour Public Library for a maximum cost of \$2,500 each including installation and set-up. The funds are to be drawn from the Capital Program and Equipment reserve account.

To re-allocate the \$5,000 funds from the purchase of the Dremel 3D Printers to cover the cost to have the Township of Georgian Bay Public Library's website redesigned.

Moved by: Susan McGibbon

Seconded by: Caroline Axiak

Results: Carried

8. New or Other Business:

a) HR- 010 Orientation and Training Policy Update

The HR-010 Orientation and Training Policy was discussed and updated.

Motion 20:47

To approve HR-010 Orientation and Training Policy as presented and circulated.

Moved by: Linda Shannon

Seconded by: Caroling Axiak

Results: Carried

b) HR-011

The HR-011 Hours of Work Policy was discussed and updated.

Motion 20:48

To approve the 2021 draft budget as amended and circulated.

Amendment: Item (3) Each employee is entitled to take a 30 minute paid meal break.....

Moved by: Stephen Jarvis

Seconded by: Caroline Axiak

Results: Carried

c) HR-013 Statutory Holidays Policy

The HR-013 Statutory Holidays Policy was discussed and updated.

Motion 20:49

To approve HR-013 Statutory Holidays Policy as presented and circulated.

Moved by: Linda Shannon

Seconded by: Maureen Cooper

Results: Carried

10. Adjournment

Motion 20:50

To adjourn the regular meeting of Monday, September 19th, 2020 at 5:52 p.m.

Moved by: Susan McGibbon

Seconded by: Linda Shannon

Results: Carried

Next Library Board meeting will be held on Monday, November 16th, at 5:00 pm by Zoom

Chair

As Presented:_____

CEO

As Amended:_____

Date:_____