



## TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

### Minutes

For the regular meeting on Monday, September 21<sup>st</sup>, 2020 by Zoom video conference at 5:00 p.m.

Present(by Zoom)

Susan Stokes  
Caroline Axiak  
Allan Hazelton  
Maureen Cooper  
Susan McGibbon  
Bonnie Blanchard  
Linda Shannon  
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 20:34**  
To approve the agenda for the regular meeting of September 21<sup>st</sup>, 2020, as amended.  
Add item 8. d) Computer and Tablet Policy Update  
  
**Moved by:** Maureen Cooper  
**Seconded by:** Linda Shannon  
**Results:** Carried
4. Approve the minutes from the regular meeting of June 15<sup>th</sup>, 2020.  
**Motion 20:35**  
To approve the minutes of the regular meeting of June 15<sup>th</sup>, 2020, as presented and circulated.  
  
**Moved by:** Susan McGibbon  
**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. Tracey explained to the Board that she had been speaking with Celine Anderson, the Township's Deputy Treasurer, because we have only received 25% of the Municipal Grant to date. Also, we only received 75% of the Municipal Grant in 2019. She looked into it and apologized for the oversight. There has been a large staff turn around within the Township, coupled with Covid, so things have been delayed. It has now been corrected and the Township will be transferring the outstanding funds to the Library when the adjustments are complete.
- BDO emailed a copy of the draft financial statement to the Library. The Board reviewed the statement and accepted it as presented.

**Motion 20:37**

To approve the 2019 draft financial statement as provided by BDO as presented and circulated.

**Moved by:** Stephen Jarvis

**Seconded by:** Linda Shannon

**Results:** Carried

**c) Council Rep Report**

There was not much to report. The Township is now holding Committee of Adjustment meetings at the Baxter Ward Community Centre. The internet in the building does require upgrading so for now they are using printed materials for the meetings.

Council meetings will continue through Zoom for the time being. Things are getting caught up at the Township office.

- d) Susan mentioned that Margarete Cameron has resigned from the Library Board. She had excellent input and ideas and will be missed. Susan is going to contact the clerk, Karen, to see if she can have Council vote another member onto the board. A local resident has expressed interest in joining. She submitted her application to the Township in the spring.

Judy has not been able to attend the Board meetings recently due to internet challenges. Tracey will contact her to see if she would be interested in coming to the MacTier library to use the computer and internet for our Zoom meetings.

**7. Previous Business:**

**a) Port Severn Library Move Update**

The Port Severn Library has moved back into the lobby of the Community Services Building. Our patrons and staff are very happy to have the large, open space back. The Port Severn branch opened their doors to the public on September 12<sup>th</sup>. People are starting to return plus others are continuing to use the curb side service.

**b) Honey Harbour Library Move Update**

The building is almost ready. As soon as the Township has issued the occupancy permit, we will be able to open the doors to the public. The set-up is complete now except for a few odds and ends. Tracey has a meeting with the school board and Township staff on Wednesday. She should have more information at that time about an opening date.

**8. New or Other Business:**

**a) Staff Appreciation**

Each year, the Board usually hosts a get together for the staff and volunteers of the library. Last year, two teas were hosted and they were well attended. Previously, it has been a dinner. This year, it is more challenging with Covid. Tracey mentioned that last year, she took the staff out for lunch close to Christmas but each staff paid for their own lunch. This year, she suggested the staff go out for lunch but have the Board pay. Tracey will contact the staff to see if they are interested in this as an appreciation from the Board. Due to Covid, they may not be comfortable meeting at a restaurant. She will report back to the Board during the October meeting.

**b) 2021 Budget**

The first draft of the 2021 budget was due to the Township in August. Tracey prepared the budget based on the revenues and expenses from 2020. A few line items varied slightly. The Board reviewed the proposed budget and there was a discussion about various line items.

Fundraising was discussed and Bonnie suggested that the library send out an email to see if we can bring in additional donations. Her school did something similar and they were very successful raising money. Tracey will design a letter and will email it to Bonnie and to Susan McGibbon to forward onto their cottage associations. The library will also do an e-blast to the patrons.

**Motion 20:37**

To approve the 2021 draft budget as presented and circulated.

**Moved by:** Stephen Jarvis

**Seconded by:** Susan McGibbon

**Results:** Carried

**c) Cost of Living Increase-** To be discussed in closed session.

**d) Computer and Tablet Policy Update-** Tabled until the next 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 20:38**

To move into a closed session to discuss personal matters of an identifiable individuals(s) at 5:53 p.m.

**Moved by:** Stephen Jarvis

**Seconded by:** Maureen Cooper

**Results:** Carried

**Motion 20:39**

To rise from closed session at 6:13 pm with a report.

**Moved by:** Linda Shannon

**Seconded by:** Maureen Cooper

**Results:** Carried

**Motion 20:40**

To accept the performance review of the Township of Georgian Bay’s Public Library CEO, Tracey Fitchett. She will now be receiving the next step in the approved pay grid for the library CEO, retroactive to June 20<sup>th</sup>, 2020.

**Moved by:** Stephen Jarvis

**Seconded by:** Allan Hazelton

**Results:** Carried

**Motion 20:41**

To approve the cost of living increase of 1.5% for the staff of the Township of Georgian Bay Public Library, retroactive to January 1<sup>st</sup>, 2020.

**Moved by:** Maureen Cooper

**Seconded by:** Allan Hazelton

**Results:** Carried

**10. Adjournment**

**Motion 20:42**

To adjourn the regular meeting of Monday, Sept. 21<sup>st</sup>, 2020 at 6:19 p.m.

**Moved by:** Linda Shannon

**Seconded by:** Caroline Axiak

**Results:** Carried

**Next Library Board meeting will be held on Monday, October 19<sup>th</sup>, at 5:00 pm by Zoom**

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

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

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

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

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