



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD  
Box 220, Honey Harbour, ON POE 1E0

MINUTES

For the regular meeting on Monday, March 15, 2021 by Zoom at 5:00 p.m.

Present(by Zoom)

Susan McGibbon  
Susan Stokes  
Allan Hazelton  
Maureen Cooper  
Stephen Jarvis  
Caroline Axiak  
Linda Shannon

MEETING:

1. The meeting was called to order at 5:06 p.m.
2. Conflict of Interest Disclosure: None
3. Agenda Approval  
Motion 21:10  
To approve the agenda for the regular meeting of March 15<sup>th</sup>, 2021  
**Moved:** Linda Shannon  
**Seconded:** Susan Stokes  
**Results:** Carried
4. Approve the minutes from the regular meeting of February 8, 2021  
Motion 21:11  
To approve the minutes of the regular meeting on February 8<sup>th</sup>, 2021  
**Moved:** Maureen Cooper  
**Seconded:** Susan Stokes  
**Results:** Carried
5. Delegations: None

## 6. Finance, Administration & Legal

### a. CEO Report

- *There is no updated report due to the CEO vacancy.*

### b. Financial Update

- *The Township is reviewing our 2020 year end*
- *Once the audit is complete we expect a \$10k - \$13K surplus due to reduced costs in some areas due to COVID protocols*
- *Audit should be complete by April 2021*

### c. Council Rep Report

- *There was no update on matters relevant to the Library so no report was submitted*

### d. Meeting Dates

- *Recommendation to shift the date to hopefully allow for the new CEO to participate*

## Approve the change in MEETING DATE

Motion 21:12

To change the next Board Meeting date from April 12<sup>th</sup>, 2021 to April 19<sup>th</sup>, 2021

**Moved:** Caroline Axiak

**Seconded:** Susan Stokes

**Results:** Carried

## 7. Previous Business:

### a. Website Update

- *Content in terms of copy and photographs submitted by Tracey*
- *Functional side of the website is starting to be developed by Rhubarb Medi*

### b. Strategic Plan Update

- *Behind on the Strat Plan schedule due to Tracey's departure*
- *Received SOAR analysis from all staff members*
- *Receive to date most Board members contributions*
- *Plan to consolidate it in the next week and distribute*

## 8. New or Other Business:

### a. Tracey Fitchett's departure

- *Well organized*
- *Prepared transition documents for the staff and myself*
- *Exit interview was completed*
- *Discussion to purchase a thank-you gift for her*
- *Susan Stokes offered to find an appropriate gift that would reflect Tracy's love of the Library*

Approve a budget to be spent on a retirement gift for Tracey Fitchett

Motion 21:13

To agree to spend \$175 on a gift for Tracey Fitchett with each Board Member contributing \$25.

Moved: Alan Hazelton

Seconded: Susan Stokes

Results: Carried

b. Staff update

- *In Tracey's absence Deb Barker is overseeing financial things in coordination with Susan McGibbon representing the Board and Celine Anderson at the Township*
- *Nadine and Linda have been working on programming including recorded activities (science experiment) and book readings*
- *They are active on social media with weekly Facebook postings*
- *Currently in absence of a CEO Susan McGibbon is checking in with them weekly via conference calls and emails*

c. Nadine Triemstra's retirement

- *Nadine submitted her resignation in January 2021 and agreed to stay on until Tracey's replacement was found*
- *She will complete 30 years of service when she retires*
- *Discussion to purchase a thank-you gift for her and have a small party once COVID regulations allow at the MacTier library*
- *Susan Stokes offered to find an appropriate gift that would reflect Nadine's love of reading and her long term commitment to the Library*

Approve a budget to be spent on a retirement gift and party for Nadine Tiemstra

Motion 21:14

To agree to spend \$750 on a retirement gift and party for Nadine Tiemstra from either the Training and Development account 5-2-5900-2030 or the Reserve Account 5-1-5900-1818

Moved: Alan Hazelton

Seconded: Susan Stokes

Results: Carried

d. Branch operations issues

- *Tracey submitted a list to Jennifer Schnier at the Township on Feb 23, 2021 of the outstanding operation elements that need attention at the HH library*
- *There has been no response back to date so as Board Chair I have contacted Jessica Gunby the Township CAO today to follow-up*
- *Jessica is looking to get these issues resolved based on a conversation we had this afternoon*

- *Additionally in MacTier the storage shed was moved without any consultation with Tracey or Nadine and needs immediate attention*
- e. Council presentation update
- *On behalf of the Board Susan McGibbon prepared a funding request that was presented to Council on March 9, 2021 to increase our budget by \$50K to allow us to hire a more seasoned and experienced leader CEO and invest in increasing programming and hours*
  - *As you will have seen in the Council presentation there is significant differences between our operating budgets with TAY being a very good comparative*
  - *We received unanimous support from Council and now will have \$50K added to our yearly grant of \$160K*
- f. New CEO - Search update and recommendation
- *Selection Committee has gone through a thorough process to find a new CEO*
  - *Process is outlined in the Council presentation document*
  - *3 qualified candidates were interviewed*
  - *One was too young and did not have enough experience, the other had an interesting history of working on contracts for short periods, moving around a lot, and would have needed to relocate and had a more specific Librarian versus CEO background*
  - *We have barely scratched the surface of delivering on this mission to Township residents based on our population*
  - *We are at a crossroads where we can realize a greater vision for GBPL and extend our reach to all of the Township residents*
  - *The Selection Committee has a unanimous recommendation for a new CEO*

9. Closed Session: To Enter into a Closed session to discuss personal matters of an identifiable individual, including staff and board personnel.

Motion 21:15

To enter into a Closed Session to discuss personal matters of an identifiable individual(s) including staff and board personal at 5:48p.m.

**Moved:** Susan Stokes

**Seconded:** Alan Hazelton

**Results:** Carried

Motion 21:16

The Board is in agreement with the CEO Selection Committee to offer the position of CEO to Sarah Papple

**Moved:** Caroline Axiak

**Seconded:** Susan Stokes

**Results:** Carried

**Motion 21:17**

The Board is in agreement with the CEO Selection Committee to offer the CEO the recommended compensation package which will include: a salary of \$87,000, 3 weeks' paid vacation, OMERS Pension Plan, Health Benefits Plan and a New laptop and Mobile phone.

**Moved:** Alan Hazelton

**Seconded:** Stephen Jarvis

**Results:** Carried

**Motion 21:18**

To rise from a Closed Session meeting at 6:18 p.m. without a report.

**Moved:** Linda Shannon

**Seconded:** Susan Stokes

**Results:** Carried

**10. Adjournment**

**Motion 21:19**

To adjourn the regular meeting of Monday March 15, 2021 at 6:20 p.m.

**Moved:** Stephen Jarvis

**Seconded:** Susan Stokes

**Results:** Carried