



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

MINUTES

For the regular meeting on Monday, May 10, 2021 by Zoom at 5:00 p.m.

Present (by Zoom)

Maureen Cooper
Allan Hazelton
Stephen Jarvis
Sarah Papple, CEO
Susan McGibbon
Linda Shannon

MEETING:

1. The meeting was called to order at 5:08 p.m.

2. **Conflict of Interest Disclosure: None**

3. Agenda Approval

Motion 21:20

To approve the agenda for the regular meeting of May 10th, 2021

Moved: Linda Shannon

Seconded: Stephen Jarvis

Results: Carried

4. Minutes Approval

Motion 21:21

To approve the minutes of the regular meeting on March 15th, 2021

Moved: Stephen Jarvis

Seconded: Alan Hazelton

Results: Carried

5. **Delegations:** None

6. Finance, Administration & Legal

a. Introductions

- Board Chair Susan McGibbon introduced new CEO Sarah Papple and welcomed her to the GBPL
- Each attending Board member introduced themselves and gave some background on their reason for being involved in the community and the Library
- Susan also gave the Board a “state of the nation” update on the GBPL Library system based on Sarah’s first 3 weeks in the position
- This included the discovery of a very uneven landscape in terms of structure, staffing, operations and training
- As well as the key learning that we have a Board and Library System that has not been operating properly under the current Public Library Act and ignoring many policies that are there to guide the governance for Libraries in Ontario
- Next steps will include Sarah doing a deep dive into these areas of concern and making swift changes to the elements that are easily rectified and making recommendations on other actions that need to be taken

b. CEO Report

- Sarah reviewed her 3-week summary update report
- Highlights included key meetings attended, an overview of staff training sessions, operations, health and safety
- Additionally, The Township of Georgian Bay staff have been hugely supportive to Sarah as well as the Ontario Library Service and many other local Library CEO’s providing advice and guidance

c. Financial Update

- The Township staff including Nancy Gidge (Payroll) and Celine Anderson (Treasurer) have provided training to Sarah on all of the financial systems
- Sarah is in the process of reviewing all of the current costs and aligning the budget to reflect the additional funds received by the Township
- 2020 Audit should be completed by the end of the month

d. Council Rep Report

- There was no update on matters relevant to the Library so no report was submitted by Councillors Hazelton or Jarvis

7. Previous Business:

a. Website Update

- Sarah and Susan have reviewed the status of the website with Rhubarb Media
- Discovered much of the material sent to Rhubarb was insufficient so we are taking a step back and redesign the key elements of the site and the contents within it
- Sarah having recently completed a site for the Orillia Library is on the case with lots of extremely valuable experience

b. Strategic Plan Update

- *Based on the operational discoveries, Sarah and Susan proposed prioritizing short-term goals to get things structured and running properly*
- *As such the process would change from our original Strategic Planning process*

- *The new **SHORT-TERM PLAN** will be carried out from May – December 2021*
- *The goals will include:*
 1. *Addressing key challenges and deficiencies in the current operations of the branches and bring everything up to proper standards*
 2. *Launching the new website to present the full Library offering in an easy and accessible way*
 3. *Creating awareness of the Library offering with a focus on engaging seasonal residents to become members*

- *The new **LONG-TERM PLAN** will be carried out from July – September 2021*
- *The goals will include:*
 1. *Develop a Master Plan that is created and supported by the community, Library Board, Council and Staff and aligns with the Townships Strategic Plan*
 2. *Create a plan that provides vision and direction for the future development of all GBPL public library services*
 3. *Develop the plan in advance of deadlines for budget requests to the Township, the Province and other grant programs (deadline OCT 1)*

Approve the updated process and timing for the GBPL Strategic Plan

Motion 21:22

To approve the minutes of the regular meeting on February 8th, 2021

Moved: Maureen Cooper

Seconded: Linda Shannon

Results: Carried

9. **New or Other Business:**

a. Board Update

- *Susan Stokes has resigned as Vice Chair as per her agreement that she would stay on through the first quarter of 2021 to provide guidance and support as the Board recruited the new CEO*
- *She has served on the Board for 11 years and has offered to continue to provide background context for us as needed going forward*
- *The Board agreed it will operate in the short term without the Vice Chair, Treasurer or Secretary posts filled until the Strategic Plan is completed*
- *Susan will connect with Jessica Gunby, CAO of the Township to get the proper protocol and process for adding new board members for this year*

- c. Staff Update
 - Susan reported that Nadine Hughes retired at the end of April as planned
 - The Board became aware that an exit interview had not been completed by the previous CEO and that caused some frustration for Nadine upon her departure
 - Sarah offered to do the exit interview but Nadine declined
 - The plan is to reach back out to Nadine prior to the summer and extend the offer again and also plan her retirement party

- d. Branch Operations – Spring COVID plan
 - The plan is to continue with curbside pickup at all three branches until reopening is allowed
 - It was discussed that the branches can include “tourism” guidance as part of our services
 - Sarah discussed investigating the addition of chairs and umbrellas for the outside of the libraires this summer to accommodate more members

- e. CEO Pension Plan
 - Confirmation that the Township of Georgian Bay Library Board has been accepted as an Associated Employer of OMERS
 - This allows the Board to fulfill its employment offer for the CEO which included a pension plan as part of her overall compensation
 - The plan will be backdated to May 1, 2021

Motion 21.23

The GBPL Board is in agreement to become the OMERS Pension Plan in the category of a traditional employer: “Local Board”.

A Resolution to authorize participation in the OMERS primary pension plan (“Primary Plan”), and the retirement compensation arrangement that provides benefits for members and former members of the Primary Plan (“RCA”), in respect of the employees of The Township of Georgian Bay Public Library identified herein.

Whereas pursuant to subsection 6(1) of the Primary Plan an employer who is eligible under the Ontario Municipal Employees Retirement System Act, 2006 (“OMERS Act, 2006”) to participate in the Primary Plan and the RCA may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan.

Moved: Alan Hazelton

Seconded: Stephen Jarvis

Results: Carried

10. Adjournment

Motion 21:24

To adjourn the regular meeting of Monday May 10, 2021 at 6:50 p.m.

Moved: Linda Shannon

Seconded: Maureen Cooper