

“LITERACY IS OUR GOAL”

LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

Minutes – Monday Feb 27, 2017, 9:30am - Dwight Library

Present: Wayne Donaldson, Mary Lois Rennie, Ann Rogers, Rod Mclean

David Walker, Linda Lacroix

Regrets: David Johnstone, Cathy Hurst, Tom Gefucia, Terry Glover

Guest: Cathy Fairbairn, Michelle Percival

Call to order: 9:35 am by Wayne Donaldson

New Board Member: Wayne Donaldson welcomed new Board Member, David Walker.

Approval of agenda: Approved.

Minutes of last meeting: Motion to approve Minutes of Dec, 2016 meeting by Mary Lois Rennie, seconded by Ann Rogers, carried.

Business Arising:

Treasurer’s Report: Motion to receive Treasurer’s Report of Dec 2016 meeting by Rod Maclean, seconded by Ann Rogers, carried.. The U.S. exchange rate was discussed and Linda is looking at other library systems to compare costs with Winnebago.

CEO’s Report:

It was requested that Linda record the programmes in both branches as part of the CEO’s report.

STAFF/BRANCH UPDATE

- Thank you to Cathy for putting together our new graph based statistic report. We think it’s much simpler to read but are open to discussion and feedback at Monday’s meeting.
- All staff participated in Township safety training on cell phone scams and security.
- Cathy and Lizann are currently meeting separately with me monthly for information sessions.
- All staff meeting planned for Mar. 6th in Baysville
- Cathy and Lizann signed up for SOLS Listserve

- Shelagh Davis now working Sat. shifts at Dwight branch

MUSKOKA READS FOR 15

- All Muskoka libraries participated in a Muskoka Reads programme on Family Literacy day. A big thank you to Mayor Young for participating with a photo reading his favourite book. Our library came in 3rd among the six Muskoka libraries beating both Gravenhurst and Bracebridge with 394 participants in one day.

NEW INITIATIVES

- Hotspot completed at Baysville branch, both branches operating successfully.

GRANT UPDATE

- We have Capacity funding in the amount of \$3,482 to spend before Apr. 28th. Both branches wish to purchase maker space/stem equipment to share. Staff are putting together a joint list for discussion at our Mar. 6th staff meeting.

DWIGHT BRANCH BUILDING UPDATE

- Wayne and I met with Patrick Chouinard from Timber Frame Structures Dec. 14th -- Wayne, Cathy Fairbarin and myself met with Tom and Michelle Jan 13th -- Wayne, Tom, Cathy, and myself met with Patrick Feb. 14th, further update and discussion at meeting.

LIGHT THERAPY INITIATIVE

- In aid of mental health, we would like to explore offering the use of light therapy lamps at both branches to help people deal with SAD disorder. Toronto Public Library is currently running a pilot project. Edmonton has been offering it since 2014 and Winnipeg joined in 2016. I've chatted with TPL staff regarding any issues, none reported.

POLICY UPDATE

- Board member Cathy Hurst and I met with Carrie Sykes to discuss the Harassment policy on Dec. 20th, all library staff as well as Cathy Hurst will attend a training session at the Township on Workplace Harassment (Review of Bill 168 and New Bill 132) Legislation on Apr. 26th.

- **FEDERATION OF ONTARIO PUBLIC LIBRARIES (FOPL)**

Our sponsored Indigenous library is Shawanagan First Nation in Cornwell, all First Nation libraries on the list were sponsored.

- Email was sent out to all Board members regarding Ontario's Budget Talks: Vote for Rural Public Libraries. FOPL and OLA partnered to submit idea on improving technology infrastructure for rural, northern and Indigenous communities which was chosen as one of the 17 finalists out of 400 submissions, government is distributing \$3 million.

SOUTHERN ONTARIO LIBRARY SERVICE (SOLS) CEO MEETINGS

- Cathy and I will both be participating in next CEO meeting which is scheduled teleconference Mar 2nd.

MUSKOKA CEO'S

- Town of Huntsville set up teleconference for all Muskoka CEO's on Feb. 10th, discussed idea of District cultural pass, Canada 150 programming, capacity grant ideas, policies and general issues.

PROFESSIONAL DEVELOPMENT

- Elaine and Lizann attended OLA Superconference Feb 1-3, presentation to the Board at March meeting
- Cathy participated in online CEO training workshop on succeeding in Municipal environment Jan 10th
- Cathy participated in webinar on Ethnography (study of people and places)

FRIENDS

- **Dwight Friends**

- Secured a donation of a stand up paddle board and paddle from Algonquin Outfitters and Swift Canoe Company, will be selling tickets throughout the summer.

- a. **Baysville Friends**

- Wrote to Parliament Hill requesting one of Canadian flags flown over the Peace Tower for silent auction, request granted, comes with certificate
- Participated in Winter Snowfest activities.

Discussion Items:

Dwight Building Project Update:

The Board Members were brought up to date on the discussions with Timber Frame Structures in December and February. Two plans were presented, one with a flat roof and one with a peaked roof. Some concerns were voiced regarding the snow load on the flat roof. Also concerns about snow removal over the entrance on the peaked version.

Moved by Rod Maclean and seconded by David Walker that the Board approve the peaked roof version. Carried.

Future Agenda Items:

Policy Review:

- Response to SOLS Audit & Certification
- Records Retention
- Balance of HR Policies
- Responsibility and Accountability Matrix

Motion to Adjourn by Rod Maclean at 11:30 pm

Next meeting, Monday, March 27, 2017, 9:30 at Baysville Library.

Minutes signed by Chairman

