

# **“LITERACY IS OUR GOAL”**

## **LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD**

**MINUTES – MONDAY MARCH 27, 2017, 9:30 AM  
BAYSVILLE LIBRARY**

**PRESENT:** Wayne Donaldson, Ann Rogers, Rod McLean, Linda Lacroix, Cathy Hurst, David Walker, Terry Glover, Mary Lois Rennie

**REGRETS:** David Johnstone, Tom Gefucia

**GUESTS:** Cathy Fairbairn, Lizann Brunskill

**CALL TO ORDER:** 9:31 am by Wayne Donaldson

**APPROVAL OF AGENDA:** Motion by David Walker, seconded by Cathy Hurst. Approved.

**MINUTES OF LAST MEETING:** Motion to approve Minutes of Feb. 2017 by Terry Glover, seconded by David Walker. Carried

**TREASURER’S REPORT:** Motion to accept by Wayne Donaldson, seconded by Rod McLean. Carried

### **PRESENTATION OF OLA SUPER CONFERENCE – Lizann Brunskill**

Lizann and Elaine Griffioen attended the conference that started out with a guest speaker on “The Importance of Libraries. They split into smaller workshops that offered such topics as Outcome Based Planning, Risky Play for Libraries, Snapchat for Libraries etc. They came back enthused and have implemented some suggestions already.



**Lake of Bays Township Public Library CEO  
Report February 2017**

**STAFF/BRANCH UPDATE**

- All staff meeting took place in Baysville Mar 6<sup>th</sup>, overview of Harassment policy, presentation on OLA Superconference, programme planning for Canada 150 and creation of maker space equipment list for Capacity grant spending.
- Staff now set up with Slack, a real time communication App, hoping to streamline messaging

**ACCREDITATION**

- Contacted SOLS to book date for pre-audit, sending up two staff in spring, we will be first to receive audit using newly updated Ontario Public Library Guidelines

**GRANT UPDATE**

- Capacity funding of \$3,482 spent on maker space/stem programming equipment

**DWIGHT BRANCH BUILDING UPDATE**

- Building committee met Mar. 14<sup>th</sup> to discuss new drawings and fundraising ideas, update at meeting

**POLICY UPDATE - Working on programming policy**

**SOUTHERN ONTARIO LIBRARY SERVICE (SOLS) CEO**

**MEETINGS**

- Participated in Mar. 2<sup>nd</sup> teleconference, discussions around Ministry and SOLS updates, Provincial funding review, roundtable

**MUSKOKA CEO's**

- Deb Duce from Huntsville has offered all our staff free technology training through both a database on their website and by giving us access to one of her staff. Cathy and I have asked all staff for a list of topics they would like to learn or improve on

**PROFESSIONAL DEVELOPMENT**

- Cathy and Linda participated in a Project Outcome Measurement Made Easy webinar Mar. 1<sup>st</sup>.

**TRUSTEE MEETING**

- Next SOLS Trustee meeting is in Huntsville Sat. Apr. 29<sup>th</sup> in case any of you wish to attend.

**FRIENDS**

**a. Dwight Friends**

- a. Putting all energies into unveiling of mural

**b. Baysville Friends**

- Took over management of local product sale table, requesting min. of 10% of all sales go towards cost of maintaining visa machine

Name	Held	Attendance	Name	Held	Attendance
Homeschool	7	68	Book Club	1	9
First Nations Talk	2	23	Fresh Food Baskets	2	10
Story Hour	7	49	Kid's Colouring	2	37
Tutoring	3	12	Tech Time	5	61
Adult Painting	2	13	Busy Hands	2	29
Reel Alternatives	2	5	Yoga	2	23
After School Club	4	37	PA Day	1	11
Kid's Quilting	1	11	Afterschool Club	4	40
Mahjong	3	12	Linda Hart Art	1	6
Winterfest Craft	1	33	Winter Walking	2	2
Writers Group	1	10	Peggy Hurley Talk	1	25
Cookie Decorating	1	30	Art Space	1	25
<b>Total</b>				<b>58</b>	<b>541</b>

Motion to accept CEO Report by Rod McLean, seconded by Ann Rogers. Carried.

**DECISION/DISCUSSION ITEMS:**

**DWIGHT BRANCH BUILDING UPDATE** – Cathy Fairbairn  
Building Committee met earlier in the week and had some questions that Cathy went back to Patrick and the architects to have answered. Building Committee met again last Saturday.

Motion to go forward with a second set of cost estimates from an independent contractor of both the traditional stick and the new timber structure up to the cost of \$3,000.00. Motion put forward by Wayne Donaldson, seconded by Rod McLean. Carried

There was a brief discussion for a Fundraising Committee and possible candidates.

**FUTURE AGENDA ITEMS**

Policy Review:

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

**MOTION TO ADJOURN:** Rod McLean at 11:50, seconded by David Walker

**NEXT MEETING:** Monday, April 24, 2017, 9:30am, Dwight

**MINUTES SIGNED BY CHAIR.**



A handwritten signature in black ink, appearing to be 'W. Donaldson', is written over a horizontal line.