

“LITERACY IS OUR GOAL”

LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

MINUTES – MONDAY SEPTEMBER 25th, 2017, 9:30 AM
DWIGHT LIBRARY

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

REGRETS: David Johnstone

GUEST: Cathy Fairbairn, Michelle Percival

CALL TO ORDER: 9:30 am by Wayne Donaldson

APPROVAL OF AGENDA: Motion by Rod McLean, seconded by Ann
Rogers. Carried.

MINUTES OF LAST MEETING: Motion to approve Minutes of July 26,
2017 by Cathy Hurst, seconded by David Walker. Carried

TREASURER’S REPORT:

Revenues are very close to budget with the basic overage being the Cap
Grant which was unbudgeted. Expenses appear high but it is mainly timing.

Wages are up but it is due to the fact that the 2016 wage accrual has yet to be reversed. Once that is taken into account total wages are right on budget. Travel is high but the bulk of that is related to Professional Development which is under. Computer service remains high in Baysville and will likely be over budget for the year but the amount should lessen as the hot spot and mandarin expenses are already included. Facilities are well under in almost all areas and unless there are some R&M surprises should finish well under budget. Everything seems to be in order after 8 months.

Motion to Accept Treasurer's Report by Rod McLean, seconded by Ann Rogers. Carried



Lake of Bays Township Public Library CEO Report August 2017

STAFFING UPDATE

- Cathy and Lizann met Aug. 30th to discuss future staffing at Baysville Branch, job description was revised to better reflect current situation, final review took place with all three of us Sept 19th
- Nicole will create job ad for submission to newspaper and website for two week period commencing Sept 28th using new job description
- Position will be 17 hrs. per week, current staff to cover until new hire in place

DWIGHT BRANCH BUILDING UPDATE

- Display board for wall completed, rack cards to be redone before distribution

- Correspondence received from Township regarding resolution against naming privileges of main library building

GRANT UPDATE

- Received notice of Improving Library Digital Services Grant (ILDS) in amount of \$4,225, contract signed, runs April 2017 to Mar. 31st 2018.
- Cathy and Linda submitted the Annual Survey and Pay Equity (PLOG) Sept 18th, Lizann was involved in gathering data, a joint effort this year

POLICY UPDATE

- Policy Committee met Sept 19th to discuss Youth Services, Reference and Information and Trespass Policy, first two polices are attached for discussion at meeting

SURVEY UPDATE

- Final count was 96 (74 print 22 online), 50% of the responses have been entered on survey monkey, hope to have summary for you next month

ACCREDITATION UPDATE

- SOLS staff suggested dates of Nov. 20th or Dec. 4th for pre-audit, Cathy will join us for the day

SOLS CEO COMMITTEE MEETING

- Cathy and Linda are registered for next meeting Oct. 12th in Gravenhurst

Added Notes

The preaudit does not need to involve the board. Linda will then book the audit as soon as possible. We shouldn't have too many major gaps. There is no cost to maintain Accreditation. The board is very appreciative of the work that Linda and the Policy Committee have done to get our policies reviewed and up-to-date

August 2017

Name	Held	Attendance	Name	Held	Attendance
Dixieland Jazz Band	1	46	Book Club	3	25
Appy Hour	1	1	Fresh Food Baskets	2	6
Colouring	6	90	Tech Time	1	65
Ancestry Workshop	4	5	Busy Hands	5	27
Canada Reads Contest	1	63	Yoga	8	38
Author Michael Wade	1	46	Bridge Lessons	4	18
Diane's Art Classes	5	34	IPad Lessons	8	72
Reading Buddies	4	12	Succulent Workshop	1	13
Tall Pine Authors Event	2	97	Linda Hardi Art	4	22
Story Time	9	82	Zoo to You	2	268
Sandy Inkster	2	41	TD Reading Club	1	18
Sue's Stories and Songs	4	78	Family Bingo	1	25
Story Through the Arts	1	3	Stem Stations	7	228

Writers Group	1	13	Author Steve Burrows	1	32
Pilates	4	32	Janine Marson Talk	1	20
Book Club	1	10	Mahjong	4	18
Total				97	1523

Motion to approve CEO report by Ann Rogers, seconded by Mary Lois Rennie.
Carried

DECISION/DISCUSSION ITEMS:

Reference and Information Policy: Motion to accept by Rod McLean, seconded Mary Lois Rennie. Carried.

Youth Services Policy: Motion to accept by Mary Lois Rennie, seconded by Rod McLean. Carried.

Trespass Policy: Motion to accept by David Walker, seconded by Rod McLean. Carried.

Budget 2018

Tom G. has prepared an initial budget for 2018. Cathy and Linda need to look at our previous strategic initiatives and email us whether there are any outstanding initiatives that we need add to the budget for extra money.

Dwight Building Update:

Display board for wall completed, rack cards to be redone before distribution.

At this point, we have decided not to have another cost analysis to determine the difference in cost between timber and stick build. The last two showed a very small differentiation between the two costs.

FUTURE AGENDA ITEMS

We adopted many of the Township Human Resources Policies and done reviewed many others so Compensating Time and Code of Conduct are finished.

- Records Retention

MOVE INTO CLOSED SESSION: Motion at 10:25 by Wayne Donaldson, seconded by David Walker

We discussed human resources issue.

MOVE TO COME OUT OF CLOSED SESSION: Motion at 11:10 by Wayne Donaldson

MOTION TO ADJOURN: Rod McLean at 11:10.

NEXT MEETING: Monday, October 23rd, 2017, 9:30am, Baysville

