

# **“LITERACY IS OUR GOAL”**

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

MINUTES – MONDAY NOVEMBER 27th, 2017, 9:30 AM  
DWIGHT LIBRARY

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

**REGRETS:** David Johnstone

**GUEST:** Michelle Percival

**CALL TO ORDER:** 9:30 am by Wayne Donaldson

**APPROVAL OF AGENDA:** Motion by Rod McLean, seconded by David Walker. Carried.

**MINUTES OF LAST MEETING:** Motion to approve Minutes of October 23rd, 2017 by Cathy Hurst, seconded by Rod McLean. Carried

### **TREASURER’S REPORT:**

Revenue is right on target as the overage is basically the amount of the Cap Grant which was not budgeted. Expenses overall as \$1,247 over budgeted but the unbudgeted Cap Grant expenses are \$3,510.

Payroll and benefits are on track overall but vary between full and part-time and by branch based on changes made after the budget. Books are under budget but that is likely just timing of purchasing and visa processing. Facilities continue to be well under budget in most areas. Overall things are right on track after 10 months.

Motion to Accept Treasurer's Report by Ann Rogers, seconded by David Walker. Carried.



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

### **CEO REPORT**

**October 2017**

#### **STAFFING UPDATE**

- Two candidates were chosen of the five interviewed on Oct. 30<sup>th</sup> by Cathy, Lizann and Linda for the Baysville Branch position
- Candidate offered second position declined
- Stacey Irving selected for 1<sup>st</sup> position, started Nov 21<sup>st</sup> and Kristy Macklaim will fill 2<sup>nd</sup> position starting May 2<sup>nd</sup> 2018
- Deirdre will stay on to assist with staff shortage at Dwight Branch
- All staff evaluations will be completed by Nov. 28<sup>th</sup>

#### **DWIGHT BRANCH BUILDING UPDATE**

- Nothing new to report

#### **GRANT UPDATE**

- Change of plans regarding purchase using ILDS Grant funds, Dwight Branch will purchase new Mac instead of iPad
- Connectivity funding received in amount of \$1,003.08
- Received notice of approval for Public Library Operating Grant in amount of \$22,534, not deposited as of yet.

*Public Library Operating Grant deposited on Friday, November 24, 2017*

#### **SURVEY UPDATE**

- Summary report prepared, handout at meeting

*Survey distributed. Cost attached – Survey Monkey charges \$35./month and library signed up for just one month. There will be a second one at some point and it will attached to the first to watch trending.*

### **ACCREDITATION UPDATE**

- Cathy and Linda met with SOLS staff Alexandra Taylor and Allyson Fox on Nov. 20<sup>th</sup> for pre-audit, will receive formal summary soon
- Missing a few plans and procedures, however overall we all agree we are in pretty good shape

*Mandatory signage needs to be done i.e. No Trespassing. After the final check and all is well, we can apply for official accreditation. Linda and everyone have done a fabulous job!*

### **NEW BOARD MEMBERS**

- Three applications received, interviews to take place Nov 30<sup>th</sup> at Baysville Branch by Wayne Donaldson and Cathy Hurst, new binders prepared

*This needs to be done quickly in order to be presented to Council for approval at their final meeting of the year. Michelle will let them know that something is in the works.*

### **POLICIES UPDATE**

- Policy Committee was sent following draft policies for review, will be presented at meeting (attached)
- Record Retention
- Community Information

### **MUSKOKA CEO MEETING**

- Cathy and Linda will be meeting with the Muskoka CEO's on Nov. 30<sup>th</sup> in Bracebridge partly to meet the new Georgian Bay CEO, Matthew Rankin

**PROFESSIONAL DEVELOPMENT**

- Lizann registered for Trillium Lakelands Suicide Awareness SafeTALK certification workshop on how to engage people at risk and connect them with profession resources and support

**FRIENDS**

Dwight Friends

- Continuing work on Light Up Dwight night, will be handing out

Baysville Friends

- Purchased new laptop, sad therapy device and supplementing new mac computer

*Programming stats are spectacular. Can we separate stats for E-book use?*

**October 2017**

Name	Held	Attendan ce	Name		Held Attendance
Stem Stations	1	15	Book Club	2	15
Irwin Visits	3	62	PA Day Craft	1	12
Story Hour	2	7	Fresh Food Baskets	2	9
Halloween Green Screen	1	36	Baby & Tot	2	12

Octobeerfest	1	19	Ont. Public Library Contest	1	35
Colouring	5	53	Tech Time	1	10
Adult Painting	2	9	Busy Hands	4	24
Cricut	1	6	Pumpkin Fest	1	25
Writers Group	1	13	Alzheimer's Talk	1	14
Mushroom Walk	1	12	Kid's PA Day Landscape Quilting	1	8
Homeschool	9	108	Veteran Liam Dwyer	1	14
Ont. Public Library Week	1	59	Mahjong	4	16
Reel Alternative Movie	2	22	<b>Total</b>	<b>51</b>	<b>620</b>

**DECISION/DISCUSSION ITEMS:**

Promo in libraries for use of S.A.D. (Seasonal Affective Disorder) machine – only to be used in the libraries.

**Dwight Building Update:**

Hand out cards with chocolate kisses attached for Dwight, Light Up the Night.

Meeting with possible major contributors planned.

Community Information Policy: Motion to pass policy as amended by David Walker, seconded by Ann Rogers. Carried

**FUTURE AGENDA ITEMS**

Policy Reviews:

- Record Retention
- CEO Position Specification

**MOTION TO ADJOURN:** Rod McLean at 10:11, seconded David Walker.

**NEXT MEETING: Monday, December 18th, 2017, 9:30am, Baysville  
And Pot Luck Lunch After**