

# **“LITERACY IS OUR GOAL”**

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

MINUTES – MONDAY DECEMBER 18th, 2017, 9:30 AM  
BAYSVILLE LIBRARY

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

**REGRETS:** Tom Gefucia, Ann Rogers

**CALL TO ORDER:** 9:35 am by David Johnstone

**INTRODUCTION OF NEW MEMBERS:** Cathy VanCleaf, Jennifer Pearson, Edith Warr

**MOTION TO GO INTO CLOSED SESSION:** Motion at 9:40 by Wayne Donaldson, seconded by Rod McLean. Carried

Personnel and Procedures were discussed

**MOTION TO COME OUT OF CLOSED SESSION:** Motion at 10:15 by Wayne Donaldson, seconded by Rod McLean. Carried

**APPROVAL OF AGENDA:** Dwight Building Update moved up to 2<sup>nd</sup> place under Decision/Discussion Items. Motion by Rod McLean, seconded by Mary Lois Rennie. Carried.

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

## **TREASURER'S REPORT:**

The revenue without grants is slightly above budget. Expenses are under budget partially due to wages and partially due to books but that is only timing. Computer services have now come into line.

*Where do the books come from? Most come from the Library Service Centre. They publish a list of recommended reads and offer 35% discount if bought through them*

Facilities is well under budget mainly due to wages and benefits but there will be some additions in December based on a new allocation method but Facilities will remain under budget for the year.

Motion to Accept Treasurer's Report as received by Rod McLean, seconded by Wayne Donaldson. Carried.



## **Lake of Bays Township Public Library**

### **CEO Report**

**November 2017**

#### **STAFFING**

- Staff Christmas get together planned for Dec.17<sup>th</sup> in Dwight
- New staff member in Baysville working out very well

#### **DWIGHT BRANCH BUILDING/FUNDRAISING**

- Update at meeting

#### **GRANTS**

- All IDLS funds spent, report will be submitted in Jan
- Ministry announced changes to Annual Survey including new timelines for submission, launching in January, asking for submissions asap, deadline moved to June

#### **ACCREDITATION**

- Pre-audit report received, handout and discussion at meeting

### **NEW BOARD MEMBERS**

- Welcome - information binders available for each new member
- Customer service training required, please send confirmation email when completed <http://www.accessforward.ca/>

### **POLICIES UPDATE**

- Record Retention, possible discussion at meeting

### **PROFESSIONAL DEVELOPMENT**

- Cathy, Lizann and Stacey attended Emergency training through Township on Nov. 28<sup>th</sup>

### **FRIENDS**

- Dwight Friends
  - Successful Light up Dwight Night and penny sale
- Baysville Friends
  - Participated in Santa Claus parade, won 3<sup>rd</sup> prize

### **November 2017**

Name	Held	Attendance	Name	Held	Attendance
Stem Stations	1	18	Book Club	2	17
Irwin Visits	5	106	Homeschool	9	105
Adult Painting Classes	2	13	Christmas Urns	1	9
Story Hour	1	4	Fresh Food Baskets	2	9
Halloween Contest Wrap-up	1	59	Baby & Tot	2	11
Colouring	6	66	Tech Time	1	20
Feed Your Brain Talk	1	16	Busy Hands	4	32
Cricut	3	13	Veteran Liam Dwyer	1	14
Writers Group	1	19	Mahjong	4	12

Yoga	3	19	Soup Club	1	8
Tutoring	9	24	PA Day Movie	1	16
Reel Alternative Movie	2	28	Home Energy Kit	1	13
Knitting	5	35	<b>Total</b>	<b>69</b>	<b>686</b>

**CEO REPORT CONT'D:**

Computer renewals seem not to be working. Linda needs to talk to Mandarin as it could be affecting stats.

The IPLS grant was used to buy a tricorder, a device used to scan the books for inventory. It saves time but inventory may take up to a year at each branch. It has been started at Baysville and with an amazing volunteer, they are making good progress and hope to be done much quicker.

**PRE-AUDIT REPORT**

Report handed out. One needs to receive 90% in each category. We are low in just two areas: Physical & Facilities and Planning Documents & Process.

Physical & Facilities: At this point, we do not have a gender neutral washroom in Dwight but will be in the works with a new build.

Planning Documents & Process: Two policies finished were sent to them: AODA implementation policy and Privacy Policy which should up the score a few points. Policies needed and easy to work on: Technology Plan, Community Analysis, Internet Filter, and Record Retention Plan (Township is helping with this policy)

We need to create a procedure to fix Supervision. We are short on some procedural plans but this is not a Policy Committee issue.

**DECISION/DISCUSSION ITEMS:**

Mary Lois Rennie moves that Wayne Donaldson be appointed Chair of the Library Board, Cathy Hurst be appointed Vice-Chair, and Ann Rogers be appointed Secretary. Seconded by David Walker. Carried.

CEO Position Specification: Motion to accept CEO Position Specification

with 2 corrections to follow – add “other duties as assigned” and add “Dwight Community Centre administration”. Motion by David Walker, seconded by Mary Lois Rennie. Carried. Linda to update Policy and send out to Board.

**Dwight Building Update:**

2 private meetings with potential donors went well. Questions asked about costs and financials

Motion to spend \$3,200 +HST to get second opinion on the cost of the build with the two building methods by Mary Lois Rennie, seconded by Cathy Hurst. Carried

But further discussion ensued re the necessity of it at this time as we do have the original cost estimate. Does Cathy have enough financial information to share with potential major donors?

Withdrawal of Motion by Mary Lois Rennie, seconded by Cathy Hurst. Carried.

We wish David well in his retirement. Much thanks for all his hard work and service

**FUTURE AGENDA ITEMS**

Wayne offered a number of Potential Strategic Directions (to be emailed out to Board) for further perusals and discussion possible at the February meeting. Do we need to update our Strategy Plan? We may need to up this in our yearly calendar.

**MOTION TO ADJOURN:** Rod McLean at 11:36

**NEXT MEETING: Monday, February 26th, 2017, 9:30am, Dwight**