

“LITERACY IS OUR GOAL”

LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

MINUTES – MONDAY APRIL 23rd, 2018, 9:30 AM
DWIGHT LIBRARY

PRESENT: Wayne Donaldson, Rod McLean, Cathy Hurst, David Walker, Mary Lois Rennie, Terry Glover, Cathy Fairbairn, Ann Rogers, Edith Warr, Jennifer Pearson, Tom Gefucia, Cathy Vanclieaf

REGRETS: David Walker, Mike Peppard

GUEST: Michelle Percival, Lizann Brunskill

CALL TO ORDER: 9:32 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 March 26th, 2018 by Cathy Hurst, seconded by Ann Rogers. Carried.

TREASURER’S REPORT:

Library-generated revenue is behind budget but that is normal given the slower part of the year. Wages and benefits again in 2018 will be difficult to monitor with changes being made in May. There is also an extra week included as year end accruals have not been reversed and actual payroll included goes to March 23, 2018.

The only expense which is currently high is computer service. Again, this is because of Mandarin cost, but it has come more into line in March from the February report.

Facilities are very close to budget but are skewed on several lines. Salaries Full Time will have costs added as parks and recreation are only distributed quarterly under the new salary structure. Hydro has some accruals built in and will be closer once those are reversed. Heating is over as is always the case but will come into line during the warmer months (based on the assumption that it actually happens!). R&M building is high as there was a \$1,700 furnace repair required in Dwight.

Nothing seems worrisome at this time.

Motion to accept Treasurer's Report by Rod McLean, seconded by Jennifer Pearson. Carried



Lake of Bays Township Public Library CEO Report March 2018

BRANCH UPDATES

- As of today, 16 resumes submitted for Dwight Branch position

CEO TRANSITION REPORT

- Elephant in the room doc (containing passwords, etc.) updated and sent to Cathy
- Contact information updated with FOPL, SOLS, MFIPPA and Ministry
- Files sent up to Dwight branch
- Annual Survey and PLOG will be ready to submit May 1st
- IDLS report submitted
- Accreditation binders, signed policies and remaining files will be handed over after Apr. 27th audit
- ILLO (Inter Library Loan) training will be done with Dwight staff Apr. 23rd
- Contracts prepared for Cathy, Lizann and Kristy (thank you Nicole)
- Linda's Vianet email will stay active for a couple of months, however password will be changed May 1st, administration privileges have been updated
- Lizann has been updated on all aspects of branch duties

- Lizann and Linda will clear out Linda's office and move Lizann's things in on Apr. 30th
- Keys will be left with Lizann Apr. 30th

DWIGHT BRANCH BUILDING/FUNDRAISING

- Update at meeting

ADVOCACY/FOPL

- A huge thank you to Council for supporting our FOPL/OLA "Ask" letter, I have forwarded the resolution to FOPL

BUDGET ANNOUNCEMENT

- Announcement of \$28 million over 3 years to support Digital Library and \$51 million over 3 years to increase Public Library Operation Grant (PLOG) thus removing 20 year freeze was sent out earlier by email.
- A thank you letter acknowledging the budget announcement has been sent to the Ministers of Tourism, Culture and Sport, Finance, Municipal Affairs, Education and Early Years/Child Care, Advanced Education and Skills Development, Digital Government and our MPP as suggested by FOPL

PROCEDURES

- Procedure manual including opening/closing, data entry, ILLO and privacy information has been created for both branches

ACCREDITATION

- Despite not having the AODA Multi-plan, SOLS staff have agreed to conduct the final audit on Apr 27th, they will prepare report of any other missing pieces
AODA policy will be made in conjunction with the Township and Cathy is on the committee.
Thanks to Linda for all her hard work with this especially in the last 15 months to get this done. Thanks to Cathy for getting the accreditation audit before Linda's retirement.

MUSKOKA CEO'S

- Cathy and Linda along with other Muskoka CEO's met with Norm Miller Apr. 5th, updated him on various library activities, asked his party to support recent funding announcement by Liberals and had a group picture taken.
 Norm Miller didn't commit to the funding proposition. It is possible that we might need a separate meeting re: our own build

FRIENDS

- Dwight Friends – AGM meeting planned for Apr 25th
- Baysville Friends – Created a yearly bursary in Linda’s name to assist students entering high school. *AGM planned for June 9th*

March 2018

Name	Held	Attendance	Name	Held	Attendance
Stem Stations	1	33	Book Club	2	11
Kids Art Class	1	7	Easter Craft and Hunt	1	24
Irwin Visits	3	63	Homeschool	7	74
Adult Painting Classes	4	32	Seed Movie	1	12
Children’s Art Gallery	1	16	Children’s Art Gallery Wrap Up Party	1	20
Story Hour	3	52	Fresh Food Baskets	2	5
Slime Craft	1	41	Easter Cards	1	6
Cookie Decorating	1	39	St Patty’s Day Messy Science	1	16
Line Dancing	5	68	Baby & Tot	2	6
St Patrick’s Day Craft	1	17	Children’s Movie	1	25
Colouring	5	80	Tech Time	1	12
Instagram	1	5	Busy Hands	4	32
Cricut	1	2	Board Games	1	2
Creative Coding	1	4	YMCA Ways to Prosperity Talk	2	29
Writers Group	2	13	Mahjong	4	15
Reel Alternative Movie	2	11	Total	64	772

Motion to accept Linda’s Final CEO Report by Edith Warr, seconded by Rod McLean. Carried

DECISION/DISCUSSION ITEMS:

Dwight Library Update: Fundraising is on its way. Cathy F. has made a presentation to H.O.L.D. and to Lions. She will send out the presentation to Board members. H.O.L.D. is having its Marche on July 11th and the funds raised will go to the Library

Respect and Acknowledgment Declaration Statement Policy: Temporarily tabled for another session until we receive various alternatives and discuss them. SOLS wants all to have a policy.

SOLS also wants a policy on what to do for elections in place by May 1st. We will check Township Policy and maybe discuss this electronically.

Advocacy Talking Points also tabled. Cathy F. to send out her Library Expansion presentation to discuss at a later meeting.

Presentation to Linda of a gift and flowers with huge thanks for all the work and dedication that she has put into the Library over the last 30 years. We will miss her!

Motion to go into Closed Session: Motion by Rod McLean at 10:14, seconded by Ann Rogers.

Personnel issues were discussed

Motion to go out of Closed Session: Motion made by Terry Glover, seconded by Rod McLean. Carried

STRATEGIC PLANNING SESSION

We discussed and put together a list of our priorities and voted on them. The first 6 (or 7 as there was a tie at #5) are listed in order; the others, though important are further down in priority and therefore listed in no particular order.

1. Dwight expansion
2. Increase Library operating budget yearly
3. More staff time for programming, at least 4 hrs/branch/week
4. Increase presence on social media and support it (funds, time, etc.)
5. Replace and upgrade a percentage per year of software on all staff and public computers
Engage a larger community base
6. Open more public hours
 - More staff hours for covering vacation and sick days
 - More e-books & audio books (purchase our own?)
 - Replacement program for all staff and public computers
 - Upgrade library automation system

FUTURE AGENDA ITEMS:

- Social Media Policy

MOTION TO ADJOURN: Rod McLean at 12:12, seconded by Edith Warr. Carried

NEXT MEETING: Monday, May 28th, 2018, 9:30am, Baysville