

“LITERACY IS OUR GOAL”

LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

MINUTES – MONDAY SEPTEMBER 24 , 2018 ~ 9:30 A.M.
DWIGHT LIBRARY

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

REGRETS:

GUEST: Michelle Percival

CALL TO ORDER: 9:30 am by Wayne Donaldson

APPROVAL OF AGENDA (*With addition of “Tagline” under Decision/Discussion Section*):
Motion by Cathy Hurst, seconded by Ann Rogers. Carried.

MINUTES OF LAST MEETING: Motion to approve Minutes of August 27, 2018, by Wayne Donaldson, seconded by David Walker. Carried.

BUSINESS ARISING:

TREASURER’S REPORT:

For the 2019 budget, Professional Development has been reduced as it hasn’t been used in two years. Should the new allocation be overspent, a request to change the budget line can be made.

Motion to accept Treasurer’s Report by Edith Warr, seconded by Rod McLean. Carried

CEO REPORT FOR AUGUST 2018:

Goal: Pursue building expansion in Dwight

- Council presentation Sept. 18 was successful
- We gained access to our reserves for fundraising costs and to start the application process for septic approval from the Ministry of the Environment
- Council will also be sending a letter of support for the expansion project to be included with any grant applications
- need a plan for operating/moving etc. to maintain services - will depend upon time of year as space in other venues may not be available

Goal: Increase part-time staff hours for programming preparation and execution

- %175 increase in programs requires increase in staff hours
- each new program takes minimum of 2 hours to promote, 3 hours to plan and implement

Service Level Change Request for 2019 budget: Motion to accept the request to increase by 10 hours per week (5 hours for each library) in staff hours to the budget process by Cathy Hurst, seconded by David Walker. Carried

Goal: Increase social media presence and provide support to facilitate this goal

- Both branches participated in the #librarylife, a nation-wide challenge to post a black and white photo about life in our library, seven days in a row on Instagram.
- Started exploring Instagram stories as another way to connect with people

Goal: Engage larger community

- Continued with presence at the Dwight market to bring awareness of the library and expansion
- Baysville Friends were at the Arts & Crafts Festival selling lemonade and afghan tickets, talking about the library
- Upcoming Fundraising Activities: trivia day; self-on-a-shelf; expansion thermometer in place in Dwight
- We connected with Irwin Memorial Public School and have agreed to reserve a space in each other's newsletter for promoting programs and information

Goal: Upgrade computers and software

- Successfully registered with Techsoup Canada. Can only be applied to public access computers. Would like to start updating software immediately as budget allows.
- will look into purchasing computers through Techsoup as well

News

- Met with a SOLS representative to review their "New CEO" package
 - A management/leadership course became available through the District and Mohawk college. I have enrolled and look forward to learning new skills
 - need accessibility plan to complete SOLS accreditation - plan needs to be approved by council
- Statistical Reporting:
- See attached
 - stats needed for volunteer hours

Motion to accept CEO Report by Edith Warr, seconded by Rod McLean. Carried

DECISION/DISCUSSION ITEMS:

Tag Line Discussion/Vote : "Discover, Connect Inspire"

Respect & Acknowledgement Declaration Statement Policy

Feedback SOLS have received is that libraries would like to have the requirement for a Respect & Acknowledgement Declaration as an option, not a requirement.

Three parts:

Section 1: Declaration will be put at the top of the agenda

'We acknowledge that we are gathered on the traditional territory of the Anishinaabeg, which is acknowledged by Indigenous peoples as unceded. We acknowledge that the Indigenous peoples have been stewards of this land since time immemorial and as such we treat the land, its plants, animals, stories and people with honour and respect. Today, this land is still home to many Indigenous people from across Turtle Island, and we acknowledge the shared opportunity to live and work within this beautiful territory. As settlers, this recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities.'

Section 2: Collection

The Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities, and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

Section 3: Services :

The Library will provide welcoming spaces and library services to Indigenous peoples, and share elements of First Nations culture with non-Indigenous persons.

Motion to accept the Respect & Acknowledgement Declaration made by Rod McLean and seconded by Ann Rogers

Hours of Work/Extra Hours and Flex Time Policy Changes

Non Management EE

2.02 a) change from "supervisor" to "manager"

2.02 b) change from "supervisor" to "manager"

2.02 b) remove "the flex time policy" and insert "this policy"

Management EE

2.02 b) remove "the flex time policy" and insert "this policy"

2.03 c) Personal Leave – Remove in its entirety – we have this in our “leave of absence” policy and this will be removed from our policy as well when it is revamped.

Motion to accept policy change made by Jennifer Pearson and seconded by David Walker. Carried.

Photocopier

Baysville and Dwight libraries each require wireless printing to better serve patrons. Ricoh is the vendor of record. Their lease proposal is less than \$5 in additional cost per month which will provide libraries with a new copier that has wireless printing capability. Will need to adjust the photocopy budget accordingly.

Motion to accept new lease proposal made by Cathy Hurst and seconded by Edith Warr.

Budget

TechSoup initiative - will need to see how much money is left in the budget for upgrading. To upgrade software it is \$16/computer x 14 computers (this includes both libraries). Cathy Fairbairn to check re the amount of money left in the budget and the total cost to do the upgrade.

Library Meeting Schedule

Request to drop the March 2019 meeting and add January 28, 2019 meeting. In order to amend the meeting schedule, this change needs to be approved by council.

Motion to make this change made by Wayne Donaldson and seconded by Cathy Hurst.

FUTURE AGENDA ITEMS:

MOTION TO ADJOURN: Rod McLean at 10:49, seconded by David Walker. Carried

NEXT MEETING: Monday, October 22nd 2018, 9:30am, Baysville