



*Discover / Connect / Inspire*

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

### **MINUTES – MONDAY, JUNE 24, 2019 – 9:30 A.M. DWIGHT LIBRARY**

**PRESENT:** Cathy Fairbairn, Cathy Hurst, Rod McLean, Jennifer Pearson, Mary Lois Rennie, Cathy Vanclieaf, David Walker, Edith Warr

**REGRETS:** Wayne Donaldson, Tom Gefucia, Penny McEachern, Michael Peppard

**CALL TO ORDER:** 9:30 a.m. by Cathy Hurst

**APPROVAL OF AGENDA:** Motion to approve made by Edith Warr, seconded by Jennifer Pearson. Carried.

#### **MINUTES OF LAST MEETING:**

Motion to approve Minutes of May 27, 2019, meeting made by Rod McLean, seconded by Mary Lois Rennie. Carried.

**BUSINESS ARISING:** none

#### **TREASURER'S REPORT:**

As per email: On track

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

#### **CEO'S REPORT:**

##### **Goal: Pursue building expansion in Dwight**

- GrantStation update
- Fundraising update-workshop
- Septic Update
  - *Steve Watson (Director of Building/By-law Services) says we can use a balancing tank, but still need to go to the municipality and need to have an engineered design - need to know the cost of having an engineered design plan done for procurement procedures*

##### **Goal: Community Engagement**

- Communications committee - 1st meeting immediately following this meeting
- LOBA AGM - *have been given 10 minutes on the agenda*

##### **Goal: New Integrated Library System (ILS)**

- Will bring a report to our August meeting
- Lizann and I saw Jasi system in use at Muskoka Lakes PL

**Goal: Technology**

- Overdrive Advantage report this month

**News**

- Kristy and Maria have reached their 1 year milestone
- CF attended New CEO webinar
- Kristy, Stacey, Rebecca, Maria and Shelagh enrolled in an Excel course
- All staff completed WHIMIS training
- Library Board attended SOLS Governance Training workshop

**Friends**

**Baysville** - Very successful Maritime Kitchen Party dinner and auction held in May

**Dwight** - Working on summer events such as trivia, author visits, silent auction. Paddle board now in the library and tickets for sale, \$5 each.

Statistical Reporting: See attached

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

**DECISION/DISCUSSION ITEMS****Intellectual Freedom Policy Review**

- still fine as per policy committee
- needs to be reviewed regularly for accreditation

Motion to accept Intellectual Freedom Policy made by Rod McLean and seconded by Mary Lois Rennie. Carried.

**Interlibrary Loan Reinstatement**

- statement sent out re reinstatement
- 828 items lent out by LoB
- all Muskoka libraries launched on July 2
- SOLS will reimburse some of the cost (which is paid for by the lending library), but between Baysville & Dwight, the cost is about \$230
- only a solution until the end of 2019 - will need to wait and see for 2020
- SOLS recommending to libraries that they keep the number of items borrowed the same as the number being lent out - some libraries are limiting the number of books being lent due to cost (ie staff time, postage, etc.)
- postage for book club books will go under programming the the budget

**Overdrive Advantage Report**

- purpose of upgrading is to decrease wait times for our patrons for very popular titles - some have a 6 month wait list because title is being shared with many libraries
- will allow us to buy digital items for our card holders as opposed to being with the rest of SOLS where there can be long wait lists for some items
- variety of ways to purchase titles and different publishers have different lending models

- Cathy F. & Lizann will sit down with Huntsville Public Library to discuss cost, format, etc. to see how it works for them
- will also look into other options, including Canadian
- basic Overdrive is \$565 US per branch
- upgrading would enable patrons to borrow more popular digital titles in a more timely manner (items still have a 2 week lending period)

**Accreditation Announcement**

- will have a celebration in both branches on August 7 from 1:00 p.m. - 3:00 p.m.

**FUTURE AGENDA ITEMS:**

**MOTION TO ADJOURN:** Proposed by Rod McLean at 11:29 a.m. seconded by David Walker

**NEXT MEETING:** Monday, August 26, 2019 at 9:30 a.m. in Baysville