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LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

MINUTES – MONDAY, AUGUST 26, 2019 – 9:30 A.M. BAYSVILLE LIBRARY

PRESENT: Wayne Donaldson, Cathy Fairbairn, Tom Gefucia, Rod McLean, Mary Lois Rennie, Cathy Vanclieaf, Edith Warr Guest: Michelle Percival

REGRETS: Cathy Hurst, Jennifer Pearson, Michael Peppard, David Walker

CALL TO ORDER: 9:30 a.m. by Wayne Donaldson

APPROVAL OF AGENDA: Motion to approve made by Rod McLean, seconded by Edith Warr. Carried.

MINUTES OF LAST MEETING:

Motion to approve Minutes of June 24, 2019, meeting made by Mary Lois Rennie, seconded by Rod McLean. Carried.

BUSINESS ARISING: Procurement Policy from septic discussion

TREASURER'S REPORT:

- On track for this point in 2019; have started preliminary look at 2020 budget
- ILL will be higher than past due to extra costs that are now associated with the program
- OMPF funding will remain the same for 2020 but library will need to start thinking about planning new initiatives ie. on-going activities or one time event as OMPF funding may or may not be continued past 2020.

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

CEO'S REPORT:

Goal: Pursue building expansion in Dwight

- GrantStation update
 - *have some leads on grants to update website*
- Fundraising update
 - *Bigwin evening cruise sold out, but those done earlier in the day weren't as well attended*
 - *Family Trivia didn't have any participants*
 - *still researching some other possibilities (potential donors, professional fundraiser?)*
- Septic Update
 - *David Walker sent requests for quotes to three companies re designing a balancing tank*
 - *heard back from two; \$9800 and \$10000 excluding tax*

- *will need to go for a Request for Tenders unless we change the procurement policy from \$5000 to \$15000*

Goal: Community Engagement

- Communications committee - presentation to Ril Lake Association
 - poster created
 - information to be included in LoB Heritage Foundation newsletter
- LOBA AGM-CF gave a short presentation about the services and programs offered at the library and also the Dwight branch expansion
- Baysville branch staffed a library booth at the Walkabout Festival. Focus was to educate people about our services and programs. Need identification.

Goal: New Integrated Library System (ILS)

- Will bring a report to our October meeting

Goal: Technology

- Overdrive Advantage-still getting details

News

- Little Branches Rural Roots Library Conference, Oct 4 & 5, 2019
- InterLibrary Loan started up again July 2nd. Slow start, volume still lower than prior to courier cuts
- Shadow box donated to Baysville branch with band uniform and photo from early 1900s
- One modem was replaced in the Baysville branch

Friends of the Library

- Baysville
 - Annual afghan raffle well underway. Also brought awareness to the community about the library and Friends group by having a booth at the Walkabout.
- Dwight
 - Supporting their goal of education by agreeing to send staff to a new library conference.

Statistical Reporting: See attached

Motion to accept CEO's Report made by Cathy Vanclieaf seconded by Edith Warr. Carried.

DECISION/DISCUSSION ITEMS

Farm Credit Canada

- Cathy F. presented the Aquaponics project & contract from FCC to council and they agreed to sign the contract re the funding grant
- Todd Croxall from Croxall Farms has been in to the library to measure etc. and is now designing the system

Motion to accept the funding made by Rod McLean, seconded by Mary Lois Rennie. Carried.

Memo of Understanding with Ontario Parks

- have day passes that will be on loan to patrons enabling them to use Ontario Provincial Parks
- also have three backpacks at each branch that will be loaned out with the passes containing a variety of educational resources and supplies for exploring provincial parks

Review of Board Governance Policy

- In order to reflect the dynamic nature of library, agreed to change the frequency of preparing and reviewing the Strategic Plan from every five years to annually.

Community, Culture and Recreation - Federal Investing in Canada Infrastructure Grants

- many unknowns until the grant is formally announced but it is crucial that we have our value, purpose and need clearly defined to make our grant stand out
- will probably need to act quickly once formal announcement is made (anticipating first week of September) as they usually have tight deadlines
- will investigate hiring a company such as Public Sector Digest to assist with grant application for Dwight expansion (will use reserve fund to pay)

BUSINESS ARISING re Procurement Policy Thresholds as per Septic discussion

- directed CEO to amend the Procurement Policy for Financial Thresholds from \$5000 to \$15,000.

FUTURE AGENDA ITEMS:

MOTION TO ADJOURN: Proposed by Rod McLean at 10:57 a.m.

NEXT MEETING: Monday, September 23, 2019 at 9:30 a.m. in Dwight