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LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

MINUTES – MONDAY OCTOBER 24, 2022 – 9:30 A.M.

DWIGHT

PRESENT: Cathy Fairbairn, Cathy Hurst, Rod McLean, John Nemeth, Michael Peppard, Mary Lois Rennie, Cathy Vancleave, David Walker

REGRETS: Jennifer Pearson, Edith Warr

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

CONFLICT OF INTEREST DECLARATION: None

APPROVAL OF AGENDA: Added *Christmas Hours* to agenda under “Discussion/Decision Items”. Motion to approve with the addition made by Rod McLean seconded by John Nemeth. Carried.

MINUTES OF LAST MEETING:

Motion to approve Minutes of September 26, 2022, meeting made by Mary Lois Rennie, seconded by Rod McLean. Carried.

BUSINESS ARISING:

TREASURER’S REPORT:

- 10 months ending October financial statements provided with the following comments:
- Revenue under budget, Connectivity Grant & Interlibrary Rebate has been received, Township grant to be determined at year end.
- Payroll expenses slightly under budget for Dwight and Baysville. Actual expenses only until mid-October 2022 while full year budget is prorated over ten complete months.
- Computer services under budget, to date expenses reflect annual software fee and connectivity charges.
- Facilities salaries under budget, actual expenses only until mid October 2022 while full year budget is prorated over ten complete months. Heating expenses over budget due to rising costs.
- Nothing unusual, all items on target.

Motion to receive report made by Rod McLean seconded by David Walker. Carried.

CEO’S REPORT:

Goal: Pursue building expansion in Dwight

- Update by committee Chair later in meeting.

Goal: Community Diversity & Engagement

Goal: Technology & Communication

- Fiber internet installed and working in the Baysville Branch. We’re having a little trouble with getting up to full speed due to the age of our internal equipment. Brendish Computers is working on this. We’re looking for equipment that will also collect logins on our system so we have accurate wifi usage statistics.

Goal: Board Development

- Board application, position description and promotional poster completed. Next step will be to advertise for Library Board applicants.

News

- All staff meeting was held. Lizann gave a presentation, Equity in Children's Publishing: Viewed through a Lens for the Library. We also had a presentation from Michael Schneider of the Alzheimers Society of Muskoka which taught us about dementia and gave us some ways we can better serve our patrons who live with this disease.
- CF attended regular OPLG, Council, Building Strategy, Building Fundraising and Muskoka Libraries meetings.
- OLS virtual conference was held for a day and presented lots of great information. LB and CF attended.
- PLOG (public library operating grant) completed Friends of the Library
- Baysville
 - Blanket raffle winner was a longtime cottager in Lake of Bays
- Dwight
 - Friends are planing Light Up Dwight Night to be held Dec 2, 5-7pm

Statistical Reporting: See attached

Motion to accept CEO's Report made by Mary Lois Rennie seconded by Rod McLean. Carried.

BUILDING STRATEGY COMMITTEE UPDATE

- John Nemeth recently had an informal chat with CAO Bryan Brown re Dwight expansion
- John volunteered his time and expertise to be the Project Manager
- once we have determined what the hub will look like, we will need support of township for grant applications, approvals for changes to the township owned building etc.
- Cathy F. will meet with Communications Coordinator, Jacob Snow-Kruger to begin a social media campaign seeking input from the Dwight community
- may do a "Meet & Greet" with stakeholders in November to discuss the community hub vision in an effort to ensure it will meet the needs of the community

BUILDING FUNDRAISING COMMITTEE UPDATE

- auction will run from October 28, 2022 to November 12, 2022
- over 100 donations have been photographed and entered into the "Gala Bid" on-line platform
- items will also be displayed in the library
- has been advertised on social media and within the library buildings
- have renamed the fundraiser "Evolution" instead of "Expansion"

DECISION/DISCUSSION ITEMS

Legacy Document

- Jennifer Pearson commended for doing the bulk of the work on this
- document will be revised in 4th year of next term as it gives new board guidance as to what has been accomplished in the 4 year term and what yet is still to be done
- document will be given to new board members as part of their orientation package
- change the word "simplified" to "improve" on p. 4

Motion to accept the Legacy Document for 2022 with the word change made by Cathy Hurst seconded by David Walker

Board Application and Position Description

- discussed various changes to the application as presented to make it more general in an effort to attract a wider variety of people with “soft” skills in addition to those people who may have more specific skills
- in addition to the job description, there will be a link to the Strategic Plan to give applicants an idea of what our goals are
- Cathy F. will incorporate the changes and send out a copy to board for further input/approval

Budget

- Director of Finance, Patricia Allen has provided Cathy F. with the new budget worksheet so Cathy can begin developing the 2023 budget for the two branch libraries
- some lines can be removed (ie internet, late fees) but council would like to continue to see the expenses for the two branches separated
- CAO wants to see transparent budget lines for all expenditures ie. if money is needed for an item such as a dropbox for the Baysville branch, that item should be captured in the budget request with supporting documentation
- board discussed the implications of the change in job description for the library CEO in that it may require hiring an additional staff member for the Dwight branch to oversee the day to day programming of that branch
- we need community input and/or a steering committee that to determine what the hub will be before we can move much further along in the process as that will drive decisions around the scope and size of the project
- we will call a special Board Meeting in November (either in person, by zoom or a hybrid) to approve the 2023 budget proposal before it is presented to council

Christmas Hours

- Friday December 23, 2022 both branches will close at 2 p.m.
- Saturday December 24, 2022 both branches will be closed
- regular hours will resume on Tuesday December 28, 2022

BUSINESS ARISING:**FUTURE AGENDA ITEMS:**

MOTION TO ADJOURN: Proposed by Rod McLean at 12:00 p.m.

NEXT MEETING: Next meeting: Monday, December 12, 2022 at 9:30 a.m. in Baysville