



# Lake of Bays Township Public Library Board

1014 Dwight Beach Rd., Dwight, ON PoA 1H0  
Tel./Fax: 705-635-3319

*Discover / Connect / Inspire*

**MINUTES – DECEMBER 12, 2022 – 9:30 a.m.**

## **LAKE OF BAYS COMMUNITY CENTRE**

**PRESENT:** Cathy Fairbairn, Cathy Hurst, Rod McLean, John Nemeth, Jennifer Pearson, Michael Peppard, Mary Lois Rennie, Cathy Vancleave, David Walker, Edith Warr, Patricia Allen

### **REGRETS:**

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

### **CONFLICT OF INTEREST DECLARATION:**

**APPROVAL OF AGENDA:** Motion to approve made by Rod McLean seconded by Jennifer Pearson

### **MINUTES OF LAST MEETINGS:**

Motion to approve Minutes of October 24, 2022 meeting as revised made by Edith Warr seconded by David Walker. Carried.

Motion to approve Minutes of November 14, 2022 meeting made by Mary Lois Rennie seconded by Rod McLean. Carried

### **BUSINESS ARISING:**

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

Financial Statements for the eleven Months Ending November 20, 2022.

Revenue under budget, Connectivity Grant & Interlibrary Rebate has been received, Township grant to be determined at year end, receipts to be transferred approx \$20k.

Payroll expenses slightly under budget for Dwight and Baysville. Actual expenses only until mid-November 2022 while full year budget is prorated over eleven 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 November 2022 while full year budget is prorated over eleven complete months. Heating expenses over budget due to rising costs.

Motion to approve Treasurer's Report made by Edith Warr seconded by Cathy Hurst. Approved by all Board members.

## **CEO Report for October & November 2022**

### **Goal: Dwight Branch Expansion**

- Have been working with Jacob (Communication Coordinator for Township) on a survey to go out to the community to ask for input on potential partners in community hub; *expect survey including short video to be issued mid-week and remain open until mid-January*
- Update by committee Chair later in meeting.

### **Goal: Community Diversity & Inclusion**

### **Goal: Technology & Communication**

- Fiber internet installed and working well in the Baysville Branch. Brendish Computers was able to install new equipment to allow the upgraded speed to be accessed. New system also collects logins; *all working well.*

### **Goal: Board Development**

- We received 13 applications for the new term; *first review completed, hope to have recommendations for new Board members to Council in January*

## **News**

- Both branches opened on Monday Oct 24th (a day we are normally closed) to help community members vote online. Those people who came in were very appreciative.

- CF attended regular OPLG, Council, Building Strategy, Building Fundraising and Muskoka Libraries meetings.
- CF participated in the Remembrance Day service in Dwight; *laid a wreath on behalf of library*
- LF attended a Marketing Libraries Think Tank hosted by OLA
- CF attended a virtual cyber hacking webinar; *possibly as a community service include a cyber tip in future newsletters*
- CF participated in an accreditation audit for Rideau Lakes Public Library
- RB attended a virtual Kids and Teens Expo hosted by OLA

### **Baysville Friends**

- Friends silent auction for a large photo of wolves on canvas is on; closes Dec 17.
- Friends looking for new members.

### **Dwight Friends**

- Light Up Dwight Night was well attended and people were happy to be kicking off the holiday season together

**Statistical Reporting:** See attached

Motion to accept CEO's Report made by John Nemeth and seconded by Jennifer Pearson. Carried.

## **BUILDING STRATEGY COMMITTEE UPDATE**

- Developing a survey to issue to stakeholders including community members and potential providers/companies/services to determine interest in what should be included in a community hub and gauge interest in participating
- May meet individually with certain identified possible participants who would potentially benefit with participation in the community hub

- May hold a session with potential stakeholders in the community to discuss the community hub vision in an effort to ensure it will meet the needs of the community
- Continued liaison with Township to further community hub discussions

## **BOARD FUND RAISING COMMITTEE**

- Successful online auction raised \$13,764, very positive feedback from community including donors and participants
- Held wrap up meeting November 16<sup>th</sup> to review process and any changes for next year. In summary:
  - Timing of auction October 28<sup>th</sup> to November 12<sup>th</sup> was good, no conflicts with other fund raising events; will maintain similar period next year
  - May add additional FAQs to address questions received this year
  - Will review several changes to GalaBid; charges this year different than prior year, we will review available options
  - Will start our planning earlier next year and maximize use of social media presence
- Special thanks to Karen Piovaty and Cathy Francis; set up of auction could not have been accomplished as efficiently without them and to Cathy Smith for her amazing efforts in obtaining donated items and services
- Next meeting to be held January/February next year to review potential fund raising opportunities for upcoming year.

## **DECISION/DISCUSSION ITEMS**

### **Volunteer Policy Review**

Motion to accept review of policy with minor changes made by Cathy Hurst and seconded by Mary Lois Rennie.

### **Planning Policy Review**

Sent back to committee for revisions, will be presented at next Board Meeting for approval.

### **Retiring Board Members**

Special thank you and appreciation to retiring Board Members Cathy Hurst and Mary Lois Rennie for their years of service and to Michael Peppard for his contributions to the Board as the Township Councillor on the Board

**FUTURE AGENDA ITEM:**

**MOTION TO ADJOURN:** Proposed by Rod McLean at 11:59 am