



# Lake of Bays Township Public Library Board

1014 Dwight Beach Rd., Dwight, ON P0A 1H0  
Tel./Fax: 705-635-3319

*Discover / Connect / Inspire*

**MINUTES - APRIL 26, 2021 – 9:30**

**ON-LINE ZOOM MEETING**

**PRESENT:** Cathy Fairbairn, Cathy Hurst, Rod McLean, John Nemeth, Jennifer Pearson, Michael Peppard, Cathy Vanclleaf, David Walker, Edith Warr

**REGRETS:** Mary Lois Rennie, Tom Gefucia

**CALL TO ORDER:** 9:30 Cathy Hurst

**CONFLICT OF INTEREST DECLARATION:**

**APPROVAL OF AGENDA:** Motion to approve made by Rod McLean seconded by David Walker. Carried

**MINUTES OF LAST MEETING:** Motion to approve Minutes of February 22, 2021 meeting made by Rod McLean seconded by David Walker. Carried

**BUSINESS ARISING:**

**TREASURER'S REPORT:**

**Revenue**

- Given only 3 months there are no surprises
- Revenue is slightly under budget but of course the library is not open. The SOLS grant is a positive as it is unbudgeted with no extra expenses

## **Expenses**

- Expenses are all under budget except for computer service but that is related to insignia annual charges as well as Lynda.com.

## **Facilities**

- Facilities is under budget in total with heating being over but there will be minimal charges after April until November so will come in line.

## **CEO'S REPORT:**

### **Goal: Pursue Building Expansion in Dwight**

- Zoom meeting with Township staff, Councillor Peppard and Mayor Glover was held March 24
- Next steps in exploring options for this project discussed, very helpful meeting,
- Baysville branch supported local business's colouring contest by sourcing colouring pages and printing them
- Both branches hosted zoom calls for community groups

### **Goal: Update Website:**

### **Goal: Technology:**

- Computers received. 2 for circulation and 5 for public access.
- We are setting up and installing software prior to reopening

### **Goal: Memorandum of Understanding**

- Document has been submitted to Township CAO

## **News**

- Ontario Trillium Foundation Resilient Communities Grant successful, *grant amount of \$5,900, applied to purchase sound and light equipment for online programming, take to Council May 4<sup>th</sup> to sign contract*
- Attended OLA Superconference, links open until August 2021
- LB participating in a 'Libraries and Canadian copyright' webinar series, 1<sup>st</sup> one was in March, one in April and May as well

- CF attended Simcoe/Muskoka CEO and Ontario Public Library Guideline Council and management meetings, webinars on Annual surveyMD and Our Digital World
- Continue to collaborate with Muskoka Libraries on virtual author events
- SD attend webinar on Ancestry
- MD, RB and KM working on Excel courses. *RB completing last course*
- RB asked for interview regarding her online programming by Cogeco TV
- CF interviewed by Moose FM radio regarding programming offered at both branches
- Dwight Branch won the Huntsville Forester Reader's Choice awards in the Used Book (diamond level) and Children's Programming (gold level)
- *Cottage Life contacted Dwight branch regarding seed library*
- *2 Fitbits donated by Sportchek to each branch to be loaned to community, purchased UV sanitizer for use between loans*

### **Baysville Friends**

- AGM will be held May 10, 2021
- Still deciding if they can hold annual knitted raffle safely under Covid regulations
- *Cathy Hurst and Jennifer Pearson hope to attend on behalf of Board*

### **Dwight Friends**

- Planning to support some virtual programming for the library such as a personalized virtual Toronto Zoo tour

Statistical Reporting: See attached. *Increase over last 12 months in stats for social media, programming and internet usage reflecting covid environment*

Motion to accept CEO'S Report made by Cathy Vanclleaf and seconded by Jennifer Pearson. Carried.

### **DECISION/DISCUSSION ITEMS:**

#### **Strategic Plan Review and Update**

- Under "A Dynamic Plan" update "Operating environment to consider" ways to break down barriers to accessing library services

- reference to impact of covid 19 on library programming.
- Confirm/Update “Our Strategic Goals” as follows:
  - **Dwight Expansion** – is ongoing, investigate options
  - **Community Diversity and Inclusion** – Previously Community Engagement strategic goal, to examine ways to break down barriers to accessing library services
  - **Technology and Communications** – combine Update Website and Technology strategic goals, update website, schedule regular presentations to Council on issues, plans and activities, engage and inform community through media posts, presentations etc., keep pace with ongoing communication developments
  - **Memorandum of Understanding** – finalize and adopt document
  - **Board Operations** – investigate options to increase inclusion, diversity, address any perceived barriers to Joining Board, include education for Board members in meetings, committee set up to examine training options and schedule

### **OLS Meeting**

- A representative of the Board invited to first OLS meeting since amalgamation of SOLS and OLS-North, Cathy Hurst attended
- Of the 37 libraries in our group of libraries serving populations of 2,500 to 4,999, 13 attended meeting
- Meetings will be held twice annually, in future any board members can attend to discuss all board issues and developments
- Meeting discussed Ontario previously announced plan to improve internet access, so far nothing further from government other than intention to improve, initiative would benefit Baysville branch, if included

### **BUSINESS ARISING:**

### **FUTURE AGENDA ITEM:**

**MOTION TO ADJOURN:** Propose by Rod McLean at 11:44 am