



Lake of Bays Township Public Library Board

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

Discover / Connect / Inspire

MINUTES – August 23, 2021 – 9:30 a.m.

ON-LINE ZOOM MEETING

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

REGRETS:

CALL TO ORDER: 9:30 by Cathy Hurst

CONFLICT OF INTEREST DECLARATION:

APPROVAL OF AGENDA: Motion to approve made by Edith Warr seconded by Jennifer Pearson

MINUTES OF LAST MEETING: Motion to approve Minutes of June 28, 2021 meeting as amended made by Mary Lois Rennie seconded by Cathy Vanclleaf

BUSINESS ARISING:

TREASURER'S REPORT:

Revenue

- June statement is on target for revenues @ 50% (6/12 mos.);
- July statement is on target for revenues @ 58% (7/12 mos.);

Expenses

- June expenditures are lower than budget at this point in time (50% vs. 44%).
- July expenditures are lower than budget at this point in time (58% vs. 43%) due to one delayed payroll period posting to be done in August.

Motion to receive report made by Rod McLean seconded by Edith Warr.

CEO'S REPORT:

Goal: Dwight Branch Expansion

- Building strategy committee continues to meet, update on this agenda

Goal: Community Diversity & Inclusion

- International Dyslexia Association of Ontario grant received. EG completed an application for each branch and was successful in receiving \$500 per branch to spend on books designed to aid young readers with dyslexia.
- Council approved the purchase of an accessible double work pod for the Baysville Branch. This has been ordered and is being built. *Expected delivery is 10 to 12 weeks from order*

Goal: Technology & Communication

- Connecting Public Libraries Initiative-Ontario Library Service is working with the Province of Ontario on this initiative. This is a \$4.85 million dollar investment in broadband connectivity for Ontario's Public Libraries. Our Baysville Branch has been identified as a library in need and we are submitting the information they have requested. *All information to be submitted prior to August 25th deadline.*

Goal: Board Development

- Committee has been working hard to plan training for Board based on survey results.
- First training session is later in this meeting.

Goal: Memorandum of Understanding

- Council authorized Acting CAO to sign in July meeting. This document is finalized. *Goal completed.*

News

- Quarantining of materials ended June 23
- Both branches re-opened with a limited capacity for browsing and public computer use on July 13. People are very happy to be back inside and have been great about following the Covid safety protocols we have in place.
- First in-person program taking place in Dwight, Aug 25th. It will be an outside, socially distanced book reading by local author and related craft. We will also be videoing the event with permission and creating an online program to post.
- EG attended webinar from the Dyslexia Association
- LB attended digital OLITA (Ontario Library Information Technology Association) conference
- CF attended Lake of Bays Township Council, building strategy and management meetings, and a webinar on going fine free to make our services accessible to all.

Baysville Friends

- Donated money to spruce up and populate their garden at the library entrance. Kristy and her partner donated time/labour.
- Summer hiatus

Dwight Friends

- Summer hiatus

Statistical Reporting: See attached. *Library not as busy as earlier in pandemic, possibly a reflection of good weather, noted that 7 or 8 new seasonal families have joined the library, noted minimal use of Lynda and Kanopy, Hoopla well utilized.*

Motion to accept CEO's Report made by David Walker and seconded by Mary Lois Rennie. Carried

BUILDING STRATEGY COMMITTEE UPDATE

- Draft sizing report developed by Cathy Vanclieaf and Cathy Fairbairn to cover recommended spacing to provide desired library functions; presented to the Building Committee and Board

- Cathy Hurst and John Nemeth met with Patrick Chouinard, VP Business Development at Element5, project manager for earlier design plan to discuss revised objectives; confirmed if we need to move on without him he is fine with that; he expressed interest in helping going forward if we can use him
- Cathy Hurst, John Nemeth, Cathy Vanclieaf and Michael Peppard to meet with Melissa Markham, Director of Planning and Acting CAO for the Township to discuss plans and available assistance

BOARD DEVELOPMENT COMMITTEE UPDATE

- Jennifer Pearson and John Nemeth presented first Board training session entitled Roles and Responsibilities
- Topics covered included the Board's Legislated Mandate, Governance, Board Roles and Responsibilities, Planning, Policy Development, Fiduciary Duty, Financial Oversight; followed by discussion
- Cut to the Chase document prepared and issued by (OLBA) Ontario Library Boards Association discussing roles and responsibilities provided
- Links to relevant legislation and survey to assess training to be emailed to Board members

DECISION/DISCUSSION ITEMS:

Contract with International Dyslexia Association of Ontario (IDA Ontario)

Motion to sign contract with IDA Ontario to receive grants made by Mary Lois Rennie seconded by Rod McLean. All agree

Andrew Daniels Fish Foundation Silent Auction Request

Request received for Dwight Branch to host a silent auction item for Andrew Daniels Fish Foundation with 50% share of proceeds with Library; Cathy Fairbairn to research other libraries with this type of request and report to Board

BUSINESS ARISING:

FUTURE AGENDA ITEM:

MOTION TO ADJOURN: Proposed by Rod McLean at 11.08 am