

# **“LITERACY IS OUR GOAL”**

## **LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD**

MINUTES – MONDAY FEBRUARY 26<sup>TH</sup>, 2018, 9:30 AM  
DWIGHT LIBRARY

**PRESENT:** Wayne Donaldson, Rod McLean, Linda Lacroix, Cathy Hurst, David Walker, Mary Lois Rennie, Terry Glover, Cathy Fairbairn, Mike Peppard, Ann Rogers, Edith Warr, Jennifer Pearson

**REGRETS:** Tom Gefucia, Cathy Vanclleaf

**CALL TO ORDER:** 9:30 am by Wayne Donaldson

**MOTION TO GO INTO CLOSED SESSION:** Motion at 9:30 by Rod McLean, seconded by David Walker. Carried

Procedures were discussed

**MOTION TO COME OUT OF CLOSED SESSION:** Motion at 10:08 by Rod McLean, seconded by Edith Warr. Carried

**APPROVAL OF AGENDA:** Motion by Edith Warr, seconded by Rod McLean. Carried.

**MINUTES OF LAST MEETING:** Motion to approve Minutes of December 18th, 2017 by Cathy Hurst, seconded by Jennifer Pearson. Carried.

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

Overall revenue, not including grants, is extremely close to budget. The donation from the Friends is really part of the grants as when you add it to the grant revenue, it is \$107.00 higher than the grant expense.

Wages and benefits is \$5,112. lower than budget in total which is mainly due to the shift in hours between full and part-time labor and the subsequent reduction in both areas. The changes were significant enough that analysis between full and part-time and by branch is extremely difficult.

Spending on books was \$1,928 under budget and this was predominantly in the Baysville branch. Professional development is under by \$2,141 but a portion of the cost is related to travel to the conference so really the two lines should be reviewed together but they total \$1,003. under budget.

Computer services which was over budget for most of the year came into line with minimal spending in the last months.

There was a surplus for the year and it was large enough to offset the deficit from the previous year,

Facilities in total is \$9,025 under budget. This is due mainly to wages and benefits (\$3,534), hydro (\$1,658) and R&M building (\$5,148) as nothing major was required in 2017. Heating, water and sewer are over budget but both of these items are a percentage of the overall for the two community centers. The bulk of coverage is in Baysville

Motion to Accept Treasurer's Report as received by Rod McLean, seconded by Cathy Hurst. Carried.

Congratulations to Linda Lacroix and Cathy Fairbairn for a successful year. Discussions with regards to new initiatives and board expenses followed as to the Budget of 2019 as there will be a new council by then.



## **Lake of Bays Township Public Library CEO Report December 2017/January 2018**

### **BRANCH UPDATES**

- Fiber installed at Dwight branch, having glitches with the check box system but not believed to be related to the fiber
- Staff's emails have been updated to the staff person's first name @lakeofbayslibrary.ca
- Cathy invited to participate in Township's AODA committee
- Staff working together to plan summer programming

### **DWIGHT BRANCH BUILDING/FUNDRAISING**

- Update at meeting

### **PHOTOCOPIER**

- Reminder our contract with Ricoh is finished Dec 2018. Cathy and Linda have discussed the need to go out for new quotes in the fall

### **GRANTS**

- ILDS reports not yet available on Grants Ontario, Annual Survey now live

### **INVENTORY**

- Library volunteer working on inventory of collection at Baysville branch, huge job but making good progress, will take to Dwight in March

### **ACCREDITATION**

- Still working away towards requirements for final audit, however cannot pass without multi-year AODA plan
- Below is summary of some benefits of accreditation

## **Benefits of the Guidelines**

- ***Evaluation of local library service and direction for development***

The Guidelines facilitate an organized, objective approach to the evaluation of local library service. The Guidelines ensure that a local evaluation process is fair and comprehensive, concentrating unduly neither on strengths nor weaknesses, but giving direction to and assistance with a review of the whole spectrum of services and operations.

- ***Improved accountability***

As a result of implementing the Guidelines process, the library is assisted in demonstrating the quality and value of library service currently being offered to the public and so improves accountability to the taxpayer. By adhering to a province-wide set of service expectations, the individual library is in a better position to benefit from co-operation and sharing arrangements with other libraries in a province-wide library system, thereby demonstrating a commitment to maximizing the local tax dollar.

- ***Assistance in the planning process***

By using the Guidelines, the library gains an understanding of those matters which require attention and upgrading and those which are considered appropriately developed or superior in their function. From this assessment of the adequacy of current service delivery, the board and administration are able to consider appropriate directions for development of the library and formalize these into an organized plan.

- ***Consistency of service across Ontario***

Regardless of geographic location or size, a public library which meets the requirements of the Guidelines is assured that it is equipped to contribute to the Ontario-wide public library infrastructure, to the greater benefit of its users and community.

- ***Enhancement of the library's position in the community and with funding bodies***

The Guidelines, and the plans developed as a result of their application, assists boards in providing justification for securing municipal and other funding to implement the plans. Libraries achieving accreditation through the Guidelines program reap the benefits of an enhanced profile and reputation in their communities and demonstrate to their funding bodies that tax dollars invested in the public library are dollars well-spent.

Libraries should consider discussing the accreditation process early on with their municipal council, and present it as an opportunity to work together on an important project and encourage council to be part of the process. This has the effect of increasing the council's awareness of the work involved in accreditation, as well as its value and benefits.

You may also want to read "Benefits of Accreditation for Ontario Public Libraries" *Municipal World*, December 2013. A copy of this article is posted on the Ontario Public Library Guidelines website at [www.ontariopubliclibraryguidelines.ca](http://www.ontariopubliclibraryguidelines.ca)

### **MUSKOKA READ FOR 15**

- We participated in this event for second year with all other Muskoka Libraries.
- Nancy Tapley acting as Deputy Mayor provided us with picture for social media

- Tony Clement and Norm Miller also participated this year
- We came in second with library participation, below is summary

	library	schools	total
Bracebridge PL	102	1605	1707
Georgian Bay Township PL	182	132	314
Gravenhurst PL	278	478	756
Huntsville PL	155	1510	1665
Lake of Bays PL	192	117	309
Muskoka Lakes PL	61	180	241
	970	4022	4992

### **BOARD NAME TAGS**

- Purchased 6 name tags for Board members to wear at events. Chair and Vice Chair have names on them, the rest can be worn by any member

### **HUNTSVILLE LIBRARY**

- We've been invited by Huntsville staff to participate in a regular segment on Hunter's Bay radio
- Lizann trained 3 Huntsville staff on using our Circuit Feb 15<sup>th</sup>

### **NEW BOARD MEMBERS**

- Customer service training required, please send confirmation email when completed <http://www.accessforward.ca/>
- Received confirmation of completion from one new Board member to date

### **POLICIES & PLANS**

- Following policies and plans will be presented for approval at meeting:
  - Internet Filtering and Control of Information Statement Policy
  - Retention, Archiving and Disposition of Records Policy and Procedure

- Collection Development Plan
- Technology Plan

**PROFESSIONAL DEVELOPMENT**

- Lizann attended the OLA Super conference Feb 1<sup>st</sup> – 3<sup>rd</sup>
- Cathy and Linda participated in SOLS CEO webinar Feb 22<sup>nd</sup>
- Cathy attended a FOPL/OLA webinar on “Engaging your MPP”

**FRIENDS**

- Dwight Friends - Nothing new to report
- Baysville Friends - “Barn Burning” themed silent auction and dinner May 26<sup>th</sup>,

**DISCUSSION:**

Membership will need to be culled. How do you track those that use the computer system? Do they need to take out a membership to use the computer Hot Spot? Cathy to look into some systems to be able to track the users.

**Dwight Building Update:**

Cathy has made specific thank you cards for future donations. She will chat with Lions Club and possibly H.O.L.D

**December 2017 & January 2018**

Name	Held	Attendance	Name	Held	Attendance
Stem Stations	4	47	Book Club	3	20
Irwin Visits	5	116	Homeschool	9	101
Adult Painting Classes	5	27	Reindeer Craft	1	32
Story Hour	1	2	Fresh Food Baskets	4	13
Muskoka Read for 15	2	309	Sad Lamp	1	4

Gingerbread Craft	1	26	Baby & Tot	4	20
Colouring	4	72	Tech Time	2	27
Scavenger Hunt	1	18	Busy Hands	5	31
Cricut	5	21	Buildapalooza	1	11
Christmas Urns	1	9	Christmas Cards	1	5
Chile Talk	1	14	Santa Thank You	1	2
Christmas Open House	1	30	District Senior's Talk	1	26
Writers Group	4	25	Mahjong	8	30
Yoga	5	26	Soup Club	1	12
Author David Franks	2	17	Meet Libby	1	6
Tutoring	13	40	Children's Movie	3	33
Reel Alternative Movie	4	26	Libby Workshop	1	3
Community Dinner	1	140	Board Game Day	1	10
Knitting	7	35	<b>Total</b>	<b>119</b>	<b>1412</b>

## **DECISION/DISCUSSION ITEMS:**

Internet Filtering and Control of Information Statement Policy: Motion to accept policy as written by Rod McLean, seconded by David Walker. Carried

Retention, Archiving, and Disposition of Records Policy and Procedure: Motion to accept as written by Cathy Hurst, seconded by Rod McLean.



Carried

Technology Plan, 2018-2022: Motion to accept as amended by David Walker, seconded by Jennifer Pearson

Collection Development Plan 2018: Motion to accept as written by Rod McLean, seconded by Edith Warr

Community Analysis and an A.O.D.A. plans and a few procedures are still needed for accreditation.

**FOPL/OLA Budget Ask:**

During this provincial election time, FOPL/OLA is asking its members to help get funding back to the libraries by writing a letter to Queens Park and/or set up a meeting with their local MPP.

Motion to allow Linda and Wayne to put together a letter from us to Queen's Park and to try to follow up by scheduling a meeting with our MPP: by Rod McLean, seconded by David Walker. Carried

Discussion about Hacking and ransomware: Are we sufficiently backed up? Yes, we do back up both branch's information every two weeks and store the backed-up info in a fire-proof safe. But also, we believe through Mandarin: they back up daily and stored in Boca Raton. But are they sufficiently protected? Cathy to follow up and check Mandarin's security.

**FUTURE AGENDA ITEMS:**

**MOTION TO ADJOURN:** Rod McLean at 11:53

**NEXT MEETING: Monday, March 26th, 2018, 9:30am, Baysville**