

# **“LITERACY IS OUR GOAL”**

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

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

**PRESENT:** Wayne Donaldson, Rod McLean, Cathy Hurst, David Walker, Mary Lois Rennie, Terry Glover, Cathy Fairbairn, Ann Rogers, Edith Warr, Jennifer Pearson, Tom Gefucia, Cathy Vanclieaf

**REGRETS:** Linda Lacroix, Mike Peppard

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

**APPROVAL OF AGENDA:** with addition of Funding of Dwight Expansion after CEO Report. Motion by Rod McLean, seconded by David Walker. Carried.

**MINUTES OF LAST MEETING:** Motion to approve Minutes of February 26th, 2018 by Cathy Hurst, seconded by Rod McLean. Carried.

### **BUSINESS ARISING:**

Wayne talked to Michelle regarding the matrix of responsibilities and the Memorandum of Understanding offering our participation. The MOU is on the back burner for the time being but she wants to move on it in this session before the election.

The letter to Norm Miller re: funding of the libraries is ready and will be presented to the Township for approval on April 17<sup>th</sup>. Some Board attendance is requested.

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

Being the quieter months, revenue is somewhat behind but of no real concern at this point. Expenses are under at this 2-month mark but as the labour plan changes in May of this year, looking at the first 2 months in isolation does not tell us anything.

As usual, the computer services line is over based on the Mandarin charges. This is \$4,100. of the \$5,339. and it is once per year. The budget will catch up to this. The good news is that the exchange rate was more favourable in 2018 and the total is \$657. less than 2017.

Facility costs are less than budget despite the heating costs which will hopefully cease shortly. Of note, there were some furnace repairs done in March so there will be a \$1,700. addition to facility R&M for Dwight.

Otherwise all appears to be in order.

Motion to accept Treasurer's Report by Edith Warr, seconded by Terry Glover. Carried

*When will budget be worked on next year? With the new council not sworn in until the first of December, the first draft of the budget probably won't be looked at until January.*



## **Lake of Bays Township Public Library CEO Report**

### **February 2018**

#### **BRANCH UPDATES**

- We will be putting together an ad to hire a part time person for the Dwight branch

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

- Update at meeting

#### **ADVOCACY/FOPL**

- Letter was sent to the Clerk requesting support from Council for the FOPL “ASK” initiative, it was tabled until April meeting

#### **INVENTORY**

- Inventory scanning at Baysville branch finished, still lots of reports to deal with, scanner now at Dwight branch

#### **ACCREDITATION**

- Currently working on the procedure manual, plan to contact SOLS staff next week regarding date for final audit

#### **MUSKOKA CEO’S**

- Muskoka Libraries still working on a meeting date with Norm Miller
- CEO’s taking Linda out for a retirement lunch Apr. 20<sup>th</sup>

#### **FRIENDS**

- Dwight Friends - nothing new to report
- Baysville Friends - “Barn Burning” themed silent auction and dinner May 26<sup>th</sup> well underway, tickets now available

*Dwight Friends AGM will be held Wednesday April 25<sup>th</sup> 5pm at the Dwight Library. Potluck dinner to follow.*

Motion to accept the CEO Report by Ann Rogers, seconded by Jennifer Pearson. Carried

### February 2018

Name	Held	Attendance	Name	Held	Attendance
Stem Stations	2	21	Book Club	2	13
Hygge Workshop	1	11	Tournament of Hearts	1	3
Irwin Visits	3	77	Homeschool	8	100
Adult Painting Classes	2	17	Soup Club	1	8
Story Hour	2	6	Fresh Food Baskets	1	2
Cookie Decorating	1	115	Valentine Book Date Draw	1	10
Linda Dancing	2	35	Baby & Tot	1	2
Valentine String Art	1	23	Snowfest Spray Paint	1	40
Colouring	5	61	Tech Time	1	10
Knitting	4	19	Busy Hands	3	22
Cricut	1	1	Scrubbie Workshop	1	4
Writers Group	1	10	Mahjong	2	10
Reel Alternative Movie	2	9	Board Games	1	2

Tutoring	4	16	Crochet Lessons	1	9
			<b>Total</b>	<b>56</b>	<b>656</b>

**DECISION/DISCUSSION ITEMS:**

Funding of Dwight Expansion/Infrastructure Investment Funding:

On March 14<sup>th</sup>, there was an announcement from the Provincial government that there could be fresh funding (1.3Billion) for Culture. Wayne D. sent emails to both Tony Clement (MP) and Norm Millar (MPP) asking for more information. Clement’s office suggested that there could be funding that we could apply for. Possible 40% from the feds, 33% from the province of a project that we could apply for under Culture. The grant under Rural & Northern Affairs might be 50% federal funding but more for roads and bridges etc.

If we can get the Township to agree to fund the remaining 27%, there is a chance that we can get full funding on our Library building project. We need to get support from all levels of government and our local residents and get ready to apply for the grant.

Cathy F. will get petitions ready both at the Libraries and on-line for residents to sign. We will start to gather more info on costing our project.

Much discussion on our two forms of build (Stick or Timber build) plus discussing Design Build.

Motion by Wayne Donaldson that the Board decide to only fund the construction drawings of the traditional stick build. Seconded by Jennifer Pearson. Carried with majority, one abstained.

Cybrarian Software Update:

This is software used on public computers to monitor log ins/log outs, warn

user when log outs will occur and offer the opportunity at the desk to add time. It can monitor how many users at a time and partition band width to the users. It allows the desk to communicate with users by email if inappropriate usage. Cathy F. has looked into it. Huntsville Library uses this and it could make a difference in Baysville. Dwight now has Fiber network so not as urgent there. We currently use CheckBox and Cathy is not sure if the two are compatible. It also needs a membership card to log in and many of our users don't bring a card to the library. Cathy will look into it further.

**CLOSED SESSION:** not needed

**FUTURE AGENDA ITEMS:**

- Social Media Policy

**MOTION TO ADJOURN:** Rod McLean at 11:42, seconded by David Walker

**NEXT MEETING: Monday, April 23rd, 2018, 9:30am, Dwight**