

LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

MINUTES – MONDAY OCTOBER 22 , 2018 ~ 9:30 A.M.
BAYSVILLE LIBRARY

PRESENT: Wayne Donaldson, Cathy Fairbairn, Rod McLean, Jennifer Pearson, Mary Lois Rennie, Cathy Vanclieaf, David Walker, Edith Warr

REGRETS: Terry Glover, Tom Gefucia, Cathy Hurst, Michael Peppard, Ann Rogers

GUEST: Michelle Percival

CALL TO ORDER: 9:30 am by Wayne Donaldson

APPROVAL OF AGENDA Motion by Rod McLean, seconded by Jennifer Pearson. Carried.

MINUTES OF LAST MEETING: Motion to approve Minutes of September 24, 2018, by MaryLois Rennie, seconded by Rod McLean. Carried.

BUSINESS ARISING: none

TREASURER’S REPORT:

Motion to accept Treasurer’s Report by David Walker, seconded by Edith Warr. Carried

CEO’s REPORT:

Goal: Pursue building expansion in Dwight

- Successful private party held Sept 30 with proceeds towards the expansion - over \$10 000 raised
- Purchased 1 year membership to GrantStation through Techsoup Canada - helps to find grants - let Cathy F. know if you want access to it - Cathy F. will send out link
- Met with a septic designer, need to get quotes - David got in touch with a number of designers for quotes but due to size of project, many in this area are not qualified to handle the job - must go through the Minister of Environment - may need to go through sole sourcing if qualified designers aren’t available to provide quotes - will be approximately \$4000 for design, \$120 000 for the septic system (this has been captured in the \$1 000 000 cost of the expansion)
- Plans being made for “Mac & Cheese Madness” dinner on January 3, 2019 and a Family Trivia game on January 27, 2019

Goal: Increase part-time staff hours for programming preparation and execution

- New initiative for \$13 500 in 2019 budget written and submitted

Goal: Increase social media presence and provide support to facilitate this goal

- Both branches participated in a “Social Media for Libraries” webinar
- Both branches attended a marketing talk by Terry O’Reilly - focus on “what are you selling?” - will keep pursuing how to market that LOB libraries are selling connections

Goal: Engage larger community

- have been inviting different groups in to draw community members into the library - eg. Baysville Branch did a program for the quilt guild on using the cricut machine and also a beeswax wrap program for a Probus craft group
- will continue to pursue “what does library have the non-members want/need?”

Goal: Upgrade computers and software

- Will complete an analysis of hardware and software requirements and report for November meeting
- News
- 4 staff members currently enrolled in Excel courses
- PLOG (Public Library Operating Grant) submitted
- Cathy F. attended Muskoka/Simcoe CEO meeting and also first day of management course
- looking to purchase launch pads for Early Literacy program

Motion to accept CEO Report by Rod McLean seconded by Jennifer Pearson. Carried

DECISION/DISCUSSION ITEMS:

Policy Reviews Workplace Discrimination, Harassment & Violence and Working Alone

- both policies reviewed annually and read and signed by employees

Motion to accept these policies by Mary Lois Rennie seconded by Wayne Donaldson. Carried

Accreditation

- policy review was the last part of the accreditation process and Cathy F. announced that the LOB libraries received accreditation on Tuesday October 16, 2018
- we are only the 36th out of the 380 libraries (in Southern Ontario Library Service) that is accredited
- will publicize this accomplishment through the website, etc. and hope to have mayor present the certificate at council meeting in the near future

Photocopier Lease

- Wayne needs to sign the contract as the binding authority for board contracts is the Chair of the Board
- Moving forward, Cathy F. will check re procurement policies and contract signatures

Board Transition/Applications

- Board term ends at the end of the year so all board members who wish to continue need to reapply or indicate our retirement from the board
- council needs to approve new library board so need to have the list by December 1, 2018
- all are to let Cathy F. know by November 1, 2018 ; Cathy will email those who are absent from this meeting to inform them

- required to have 5-9 members on the board

Septic Application

- addressed during CEO's report

FUTURE AGENDA ITEMS:

MOTION TO ADJOURN: Rod McLean at 10:25, seconded by Edith Warr. Carried

NEXT MEETING: Monday, November 26th 2018, 9:30am, Dwight