

*Discover / Connect / Inspire*

**LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD**

**MINUTES – MONDAY NOVEMBER 26, 2018 – 9:30 A.M.  
DWIGHT LIBRARY**

**PRESENT:** Wayne Donaldson, Cathy Fairbairn, Tom Gefucia, Rod McLean, Jennifer Pearson, Michael Peppard, Mary Lois Rennie, David Walker, Edith Warr,

**REGRETS:** Terry Glover, Cathy Hurst, Ann Rogers, Cathy Vanclieaf

**GUEST:** Michelle Percival

**CALL TO ORDER:** 9:30 a.m. by Wayne Donaldson

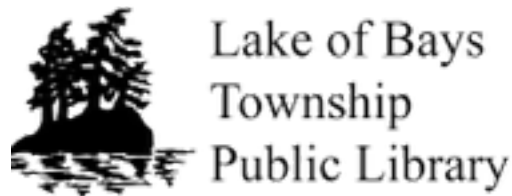
**APPROVAL OF AGENDA:** Motion to approve by Jennifer Pearson, seconded by David Walker. Carried.

**MINUTES OF LAST MEETING:** Motion to approve minutes of October 22, 2018 meeting by Rod McLean, seconded by David Walker. Carried.

**BUSINESS ARISING:** None

**TREASURER'S REPORT:** Motion to accept treasurer's report by Rod McLean, seconded by Jennifer Pearson. Carried.

**CEO'S REPORT:**



**The Lake of Bays Public Library is dedicated to support and protect intellectual freedom, to promote opportunities for self-fulfillment and to cultivate the recreational, educational and informational needs of the community.**

**CEO Report for November 2018**

**Goal: Pursue building expansion in Dwight**

- **Septic Update**
- **Doppler Article**
- **Expansion Page/Canada Helps**
- **Bricks for sale**
- **Mac & Cheese Dinner**

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

- **New initiative 2019 budget written and submitted**

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

- **Webinar - Digital Storytelling by Techsoup attended by both branches**

**Goal: Engage larger community**

- **Contributing to the Dwight Winter Pantry as a donation drop-off**
- **Lizann was a guest on the Hunter's Bay radio show hosted by Huntsville Public Library to highlight upcoming programs.**
- **Baysville Branch worked with community churches and winter pantry to put on the Community Supper by marketing, advertising and using their maker equipment to make centrepieces**

**Goal: Upgrade computers and software**

- **MS Office 2016 loaded on all public computers**
- **Working with Tom to schedule updates to hardware**

**News**

- **Staff in Baysville have reached 6 month and 1 year milestones**
- **CF attended leadership course**
- **Part-time staff completed their Sols Excel courses**
- **LB completed APLL**
- **New photocopiers installed in both branches**
- **New Muskoka Launchpad pool**

## **Statistical Reporting:**

- **See attached**

**Thank you,**

**Cathy Fairbairn**

## **DECISION/DISCUSSION ITEMS**

### **Computer/software update**

-Addressed under CEO report

### **FOPL – First Nations Sponsorship**

- Agreed to sponsor First Nations membership for year in FOPL(Federation of Public Libraries) at \$50. Rod McLean proposed and Jennifer Pearson seconded. Carried.

### **Connecting Families**

- Discussed Federal Government Connecting Families Initiative. \$10/month internet available for families that struggle to afford internet. Letters are issued to the families with a code the family must use to access the program. Libraries are asked to support the program by offering assistance in accessing and navigating the secure website. SOLS has created a dedicated page to assist libraries.

- Cathy F and Lizann Brunskill attended webinar on Initiative.

### **- Connectivity Funding**

- SOLS received funding from Ministry of Culture, Tourism and Sport for 2018/2019 year. Libraries serving areas with population to 20,000 reimbursed connectivity costs. Cathy F confirmed Tom G. provided necessary information to complete application for this funding in time to meet December 7<sup>th</sup> filing deadline and that the filing had been made.

### **New Council Orientation**

- Scheduled for January 29, 2019 after planning meeting at Township offices to communicate strategic objectives

### **Outreach Program**

- Developing slide show/video and talk to better communicate library services and demonstrate connection to community

**Motion to Go Into Closed Session**

Motion by Mary Lois Rennie seconded by Rod McLean  
- Personnel issues were discussed

**Motion to Go Out of Closed Session**

Motion by Mary Lois Rennie seconded by Rod McLean

**FUTURE AGENDA ITEM:**

-None raised

**MOTION TO ADJOURN:** Proposed by Rod McLean at 11:20 seconded by David Walker

**NEXT MEETING:** Monday December 17, 2018 at 10 a.m. in Baysville