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LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

MINUTES – MONDAY, DECEMBER 17, 2018 – 10:00 A.M. BAYSVILLE LIBRARY

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

REGRETS: Terry Glover, Cathy Hurst, Tom Gefucia, Michael Peppard, Michelle Percival, Mary Lois Rennie, Ann Rogers

GUEST: none

CALL TO ORDER: 10:00 a.m. by Wayne Donaldson

APPROVAL OF AGENDA:

(With addition of “Resignation Letter from Ann Rogers” and “Accreditation Talking Points” under Decision/Discussion section.)

Motion to approve made by Rod McLean, seconded by David Walker. Carried.

MINUTES OF LAST MEETING:

(with correction to David Walker’s name in the Approval of Minutes section)

Motion to approve Minutes of November 26, 2018 meeting made by Rod McLean, seconded by David Walker. Carried.

BUSINESS ARISING:

Building Expansion in Dwight

- no update on the septic at this time as more information needed for quote - will approach Ministry of Environment to see if the use of the Balancing Tank design (as suggested by Tatham and referred to in November 2018 Minutes) would be acceptable, if so, will then move to seek quotes
- discussion re having a general contractor run the project in its entirety instead of having the library board co-manage the project with the designer - would be very onerous as we would have to sign off on every detail during the process
- will need to ask architect to agree to allow us to use his concept drawing - as per the contract, this will mean a 10% penalty (of the expected cost of the project) payment
- expenses related to MOE and penalty payment - Cathy F. will check re use of funds raised for expansion to cover these costs
- next steps: 1. Clarify where we are with the contract 2. Continue to raise money 3. Get Ministry of Environment approval re septic resolved 4. Get contractor
- still waiting to hear about grant money for expansion - possibility we may need to request more funding from the township should we not get a grant or enough of a grant

TREASURER'S REPORT:

Motion to accept Treasurer's Report made by Edith Warr, seconded by Rod McLean. Carried.

CEO'S REPORT:

Goal: Pursue building expansion in Dwight

- Septic Update - discussed above
- Doppler Article on expansion link <https://doppleronline.ca/huntsville/dwight-public-library-receives-two-major-donations-totalling-200000-toward-expansion/>
- Expansion information page added to website with link to Canada Helps for donations
- Bricks for sale - Self on a Shelf fundraiser
- Mac & Cheese Dinner set for January 5, 2019 - sales are good and poster to share electronically provided

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

- New initiative 2019 budget written and submitted - may be on the January or February 2019 agenda

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

- Webinar - Digital Storytelling by TechSoup attended by both branches - suggested making events, news etc. more engaging to public by framing it within a story

Goal: Engage larger community

- Dwight Library is a donation drop-off point for the new Dwight Winter Pantry
- 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
- investigating other software options for record management - considerations will be compatibility and ease of switchover, cost

News

- Staff in Baysville have reached 6 month and 1 year milestones
- Cathy F. attended leadership course
- Part-time staff completed their SOLS Excel courses
- LizAnn B completed APLL
- New photocopiers have been installed in both branches
- Launchpads purchased and Muskoka Launchpad pool created between Bracebridge, Huntsville, Port Carling and Lake of Bays libraries - each Launchpad is pre-loaded with 10 educational games geared for either 3-5 years old, 6-8 years old or 8-10 years old - will trade periodically with other libraries to keep games fresh

Statistical Reporting

- volunteers asked to submit time sheets to Cathy F. by the Monday before the board meeting

Motion to accept CEO's Report made by David Walker, seconded by Rod McLean. Carried.

DECISION/DISCUSSION ITEMS

Dwight Expansion - Next Steps

- covered under "Business Arising" above

Technology Plan Revision

- plan has been updated to reflect that the software updates have been done
- the plan will continue to be revised as objectives are achieved

Motion to accept the revised Technology Plan made by Jennifer Pearson, seconded by Edith Ward. Carried.

Lion's Club Gazebo Poll for Baysville location

- unofficially will be at the park by the library

Resignation Letter from Ann Rogers

Sent December 16, 2018: *"It is with regret that I am writing to let you know of my decision to resign from the Lake of Bays Library Board. As I no longer reside in the township, I am not eligible to be on the Board. I have enjoyed my tenure on the Library Board, have made many friends and worked with amazing librarians, Peggy Hurley, Linda Lacroix and Cathy Fairbairn. I will continue to be interested in the best library ever! Sincerely, Ann Rogers"*

Accreditation Talking Points

- Cathy F. to work on statement / talking points for publication and for board members, staff to refer to when asked what accreditation does for us
- will outline that this means we have a library that meets the highest level of standards, accountability to staff, patrons and township, etc.
- Cathy F. will give a copy to Jennifer Pearson to view with a "layperson's" eye
- further discussion during the January meeting

FUTURE AGENDA ITEMS:

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

NEXT MEETING: Monday, January 28, 2019 at 9:30 a.m. in Dwight