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**LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD**

**MINUTES – MONDAY, MARCH 4, 2019 – 9:00 A.M.  
BAYSVILLE LIBRARY**

**PRESENT:** Wayne Donaldson, Cathy Fairbairn, Cathy Hurst, Penny McEachern, Rod McLean, Jennifer Pearson, Mary Lois Rennie, Ann Rogers, Cathy Vanclieaf, David Walker

**REGRETS:** Tom Gefucia, Michael Peppard, Edith Warr

**CALL TO ORDER:** 9:00 a.m. by Wayne Donaldson

**APPROVAL OF AGENDA:**

Motion to approve made by Cathy Hurst, seconded by Rod McLean. Carried.

**MINUTES OF LAST MEETING:**

Motion to approve Minutes of January 28, 2019, meeting made by Jennifer Pearson, seconded by Rod McLean. Carried.

**BUSINESS ARISING:** none

**TREASURER’S REPORT:**

**As per email:** Overall, things went according to plan for 2018.

Motion to accept report made by Rod McLean, seconded by Cathy Hurst. Carried.

**CEO’S REPORT:**

**Goal: Pursue building expansion in Dwight**

- GrantStation update
- Fundraising update
- Grant writing workshop update

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

- Council passed the 2019 budget on Feb 19, 2019 and our initiative was included

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

- Continue to encourage staff posting. Comparison from May 2018 when we started tracking:

	<u>May 2018</u>	<u>Jan 2019</u>
Website visits:	3416	7326
Facebook Reach	8518	10, 527
Instagram Posts	8	17
Insta Post Likes	202	484

**Goal: Engage larger community**

- Lizann spoke at the WISE Clubhouse in Baysville about computers/phones/tablets and promoted our Tech help programs.
- Engaged Irwin Public School with our #readfor15Muskoka program. Every student and staff member participated.

**Goal: Upgrade computers and software**

- Looking to change OPAC station to a tablet in both branches.

**News**

- Council Orientation happened Jan 29th
- #readfor15Muskoka - Lake of Bays came 2nd!
- Accreditation and APLL certificates received at conference

Statistical Reporting: See attached

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

**DECISION/DISCUSSION ITEMS****Board Code of Conduct / Integrity Commissioner**

- changes to Municipal Act brought up question as to whether or not library boards need to have a code of conduct and integrity commissioner
- Rod Sawyer (Library Services Advisor with Ontario Ministry of Tourism, Culture & Sport) says boards do not need to have their own, could use municipality's if they so chose to do so
- Cathy F. will send some samples for us to look at and then we can decide at a future date whether to create a Code of Conduct for our board

**Accreditation Update & Benefits**

- Cathy F. provided information from "*Benefits of Accreditation for Ontario Libraries*" by Peggy Malcolm in *Municipal World, December 2013* that outlined five of the main benefits of accreditation

**OLA Superconference Summary**

- Cathy F. & Lizann attended and thanked the board for sending them
- Some of the workshops attended and displays visited included:
  - Surfing Seniors
  - How Retail is Your Library?
  - Work Less, Accomplish More
  - Tech Talk - What Is One?
  - A Year In Library Marketing
  - Beyond Cash in a Can
  - Quick & Dirty Data
  - Edible Library
  - Insignia Library System- Canadian software company - Cathy F. will create comparison between this system and Mandarin (current system)

- Media Streaming - service many libraries are moving towards - patrons can download items instead of borrowing them as a hard copy (movies, TV shows, etc.)
- Cathy F. will get quotes from companies and will get more details re download limits, etc. for next meeting

### **Training**

- there is a training session re Library Governance Best Practices being offered at the Gravenhurst Opera House on May 2, 2019 5:30 p.m. - 8:30 p.m.
- Cathy F. will send details to board members

### **CLOSED SESSION**

Motion to move to Closed Session made by Jennifer Pearson and seconded by Rod McLean. Carried.

Motion to exit Closed Session made by Rod McLean and seconded by David Walker. Carried.

### **FUTURE AGENDA ITEMS:**

**MOTION TO ADJOURN:** Proposed by Rod McLean at 11:03 a.m. seconded by David Walker.

**NEXT MEETING:** Monday, April 29, 2019 at 9:30 a.m. in Dwight