

A MEETING OF THE CLEARVIEW PUBLIC LIBRARY BOARD WAS HELD ON TUESDAY, JUNE 16, 2015 IN
COUNCIL CHAMBERS AT 4:00P.M.

Regrets: J. Greig, D. Kelly

Present: K. Adams, H. Blackburn, R. Charlton, P. Jeffrey, C. Leishman, M. Purkis, R. Walker,
M. Westbrooke

J. La Chapelle CEO, M. McKenzie Deputy CEO

MINUTES OF THE PREVIOUS MEETING

Moved by M. Westbrooke

Seconded by C. Leishman

THAT THE minutes of the Clearview Public Library Board meeting held on Tuesday, May 19, 2015 be approved as circulated.

CARRIED.

BUSINESS ARISING FROM THE MINUTES

M. Purkis enquired about the change to the agenda format. The Chair explained that the Business Arising from the Minutes section allows the Board to review any items from the previous Board meeting that have not been resolved or completed.

The CEO's Business Arising from the Minutes update was received for information.

Councillor Measures provided the Chair with the name of an individual who might be interested in hosting a drop off location for requested library materials in the Nottawa community. R. Charlton discussed the project with the individual and they decided not to participate. However, the owners of D & L's Variety in Nottawa have agreed to have their Post Office location act as a drop off location on a three month trial basis. Staff will contact owner Louise West to set up the trial.

K. Adams enquired whether materials would be checked out to the patrons before they are delivered to the Post Office. J. La Chapelle indicated that they would, but that returned materials will be back dated as patrons will not always be able to pick up the material the day it is delivered. C. Leishman recommended that instructions be included with every shipment. It was also agreed that flyers indicating how patrons can request and pick up materials be prepared and made available at the Post Office and that this project be advertised in all branches and in the media. It was also recommended that a picture of the owner and a patron receiving materials be provided to the media and included on the Library's Facebook and Twitter accounts.

R. Charlton asked staff to ensure that the Nottawa Drop Box is cleaned. M. McKenzie will arrange this.

Moved by R. Walker

Seconded by M. Purkis

THAT THE CEO contact the Duntroon Hall Board to ascertain whether they would be willing to host the Clearview Public Library's 'Little Free Library'.

CARRIED.

R. Walker indicated that the location of the Library Free Library is important – it should be visible but out of the way of daily traffic. R. Walker also indicated that an alternate location might be the old public school in the community project. R. Charlton indicated that several local businesses might also be willing to accommodate the 'Little Free Library'.

R. Charlton reported on his search for Foundations willing to support public library asset purchases. He has prepared a sample letter to a new (and local) foundation for the review of Councillor Leishman and the CEO. He will continue to use the new software program to search for suitable donors for the Stayner Branch circulation desk.

M. Purkis noted that some foundations are willing to provide a charity or not for profit with funds over a 3 year period with a declining amount provided each year. The Chair noted that the foundations he has identified who provide this type of funding are primarily interested in funding programs, not assets.

The CEO will sort the Blue Mountain Manor exchange materials into three blocks for rotation and will contact the Manor to set up an exchange schedule to begin in September. R. Charlton underscored the need to have this new service publicized.

The Paws to Read program was discussed at length. Staff will continue to search for a replacement certified therapy animal. R. Charlton requested that an ad be put in the local papers indicating that the Library is in need of a replacement animal to be available on a regular basis.

The CEO will attend the Community Policing Committee on June 18, 2015 to request information on Trespass Orders and report back to the Board at its next meeting. Discussion took place with regards to the most appropriate staff action when faced with a potentially violent individual.

CEO'S REPORT & STRATEGIC PLAN REVIEW

The CEO's Report dated June 9, 2015 was received for information.

The CEO advised that the replacement of the Sunnidale Branch air conditioning motor exceeded \$1,200.00.

Discussion took place with regards to the Library's possible participation in a new business venture which advertises events and businesses in the area.

The Huronia Alarms Quotation for Fire and Evacuation Detectors was reviewed. The CEO was directed to contact Chris Johnson at Huronia Alarms to clarify some of the comments in his email which accompanied the quote.

The Strategic Plan Review dated June 9, 2015 was received for information.

CORRESPONDENCE & INFORMATION

The Clearview Public Library Monthly Report for April 2015 was received for information.

Discussion took place with regards to whether the elimination of eResources funding from the Province would affect circulation statistics.

FINANCIAL STATEMENTS

The Clearview Public Library Board Accounts Report for May 2015 was received for information.

NEW BUSINESS

M. McKenzie circulated her report on the Library's Summer Activities. She advised that the Library (all branches) will be 'babysitting' some of the Stayner Collegiate Institute house plants for the summer.

C. Leishman will speak to members of the Brentwood Horticultural Society regarding the flower beds at the Sunnidale Branch. R. Charlton indicated that the Board may have to consider getting professional help to maintain these beds in the event that volunteers either through the Society or the Library are not able to maintain them.

Discussion took place with regards to the use of compostable cups at the Library's booth at the Creemore Farmer's Market. Staff advised Board members that the Libraries have not been provided with compost bins.

Moved by H. Blackburn

Seconded by M. Westbrooke

THAT THE Clearview Public Library Board requests the County of Simcoe to expand the Solid Waste Management organics program to include public libraries in the County.

CARRIED.

The CEO was directed to send this motion to County Council, and to the Clearview Mayor and Deputy Mayor for their information.

C. Leishman advised that she had won a one year membership to the Simcoe County Museum and would like to offer it to the Clearview Public Library as a prize in a free draw. M. McKenzie requested that this draw be incorporated into the Library's programs for the Creemore Children's Festival on August 1, 2015. R. Charlton requested that the Library augment this prize with a Canadian history book.

NEXT MEETING

The next meeting of the Clearview Public Library is scheduled for Tuesday, September 15, 2015 at the Creemore Branch at 4:00p.m.

ADJOURNMENT

Moved by K. Adams

Seconded by P. Jeffrey

THAT THE meeting be adjourned.