

A MEETING OF THE CLEARVIEW PUBLIC LIBRARY BOARD WAS HELD ON TUESDAY, SEPTEMBER 20TH,
2016 AT THE CREEMORE BRANCH AT 4PM

Regrets: M. Purkis, R. Walker

Present: K. Adams, H. Blackburn, R. Charlton, J. Greig, P. Jeffrey, D. Kelly, C. Leishman,
M. Westbrooke

J. La Chapelle CEO, M. McKenzie Deputy CEO

MINUTES OF THE PREVIOUS MEETINGS

Moved by M. Westbrooke

Seconded by D. Kelly

THAT THE minutes of the Clearview Public Library Board meeting held on June 21st, 2016 be approved as circulated.

CARRIED.

Moved by C. Leishman

Seconded by K. Adams

THAT THE minutes of the Clearview Public Library Board meeting held on July 19th, 2016 be approved as circulated.

CARRIED.

Moved by P. Jeffrey

Seconded by M. Westbrooke

THAT THE minutes of the Clearview Public Library Board meeting held on August 23rd, 2016 be approved as circulated.

CARRIED.

CEO'S REPORT

The CEO's Report dated September 15th, 2016 was received for information.

J. Greig reminded Board members that the Library had undertaken a postcard campaign to garner support for a replacement for the Stayner Branch prior to the last municipal election. The CEO was directed to contact Township of Clearview staff to ascertain whether the postcards had been kept, as the postcards were sent to members of Council. R. Charlton reminded Board members that the Library Development Committee conducted a survey of the public which indicated that the preferred location for a replacement of the Stayner Branch was in the downtown area. R. Charlton indicated that he has been preparing for the Council meeting scheduled for September 26th, 2016. He requested that Board

members who have any stories from members of the public that would support the Board's recommendation for a Stayner Branch replacement email him with the information. P. Jeffrey inquired whether Board members or members of the public will be allowed to speak to the report to be presented to Council at its meeting of September 26th.

Clearview Public Library received a \$3,000.00 grant from the F.K. Morrow Foundation for the purchase of a new circulation desk for the Stayner Branch. The Board directed the CEO to ensure that the entirety of the grant is spent on this purchase. The Friends of the Creemore Library also provided the Clearview Public Library – Creemore Branch with over \$1,000.00 in funds for this branch in July. The Board directed the CEO to spend the remaining furnishings budget for 2016 and the amount provided by the Friends group on shelving to replace the two adult fiction shelving units that were not replaced in 2015.

The CEO advised Board members that a new employee has been hired to fill the Circulation Clerk position circ shifts in the recently advertised position. An internal candidate has been awarded the programming portion of this position.

The Chair advised that Hardie & Company is preparing a Brand Guide for Library staff and that the cost of this Guide will be covered by remaining funds in the branding budget line. The Chair advised that the brand presentation received only one comment from Council when he presented it at the September 12th, 2016 Council meeting.

A notification of grant determination from the F.K. Morrow Foundation was received for information.

A thank you letter to the F.K. Morrow Foundation was received for information.

A thank you letter to the Friends of the Library Creemore Branch was received for information.

CORRESPONDENCE & INFORMATION

A thank you note from E. Alvarez regarding the Board's memorial donation to the Campbell Hospice in Collingwood, was received for information.

A thank you note from M.A. Tupling regarding the Board's memorial donation to the Salvation Army in Collingwood, was received for information.

The Statistics for June, July and August 2016 were received for information.

P. Jeffrey advised that staff should report the number of views twitter posts have had rather than the number of posts. P. Jeffrey also advised that she has met with her Library Group and reviewed all the Clearview Public Library programs currently offered for this age group. The group was very receptive. The CEO requested that the Teen Librarian be provided an opportunity to speak to the group. P. Jeffrey and E. Hamerton will arrange a date/time.

R. Charlton noted that circulation increased in the summer months compared to the January-March period of this year.

J. Greig inquired about launchpads and suggested that the branches provide an open-house event where people could come and learn about the new formats available through the Library. J. Greig also suggested that the formats be put on display at SCI and that staff speak to the English teachers regarding the use of some of the formats for remedial reading.

A thank you letter to Barbara LaFleshe for her generous donation of a SmartView book reader to the Creemore Branch, was received for information.

The Board's Quarterly Report to Council for April-June 2016 (Lib-003-2016) was received for information.

The Board's Expression of Interest in potential facility partnerships at Clearview Meadows Elementary School (CMES) and Stayner Collegiate Institute (SCI), submitted to the Simcoe County District School Board on August 10th, 2016 was received for information.

DRAFT BUDGET

The CEO advised that she has had a response from the Collingwood Public Library CEO regarding numbers of Clearview residents paying to use the Collingwood Public Library in the current year. The revised Regional Service Plan report will incorporate this information into the calculation of the funds needed to support a Regional Service Plan. The Plan will be presented to Council in October.

Moved by J. Greig

Seconded by P. Jeffrey

THAT THE Clearview Public Library Board Draft Budget for 2017 be approved as circulated.

CARRIED.

NEW BUSINESS

The CEO has heard from the New Lowell United Church regarding the proposed agreement to provide financial assistance with snow removal (the Library will receive free use of the meeting facilities of the Church for up to 6 events per year). The CEO was directed to communicate the Board's willingness to review the amount on an annual basis and that the Board agrees with the Church Board's interpretation of the agreement as running from January to December.

M. McKenzie will contact the Wasaga Beach Woodworkers Club to obtain plans for the Little Free Libraries. These will be provided to the SCI shop class for production. The Library will cover the cost of materials.

C. Leishman has a large bird feeder to raffle for the Library. It was determined that the bird feeder should be put in the Silent Auction in December.

R. Charlton spoke to the next phase of the branding process and suggested that the Board should ensure that the names given to the individual branches reflect the communities in which they are located rather than the names of previous municipalities. Accordingly, R. Charlton recommended that the Sunnidale Branch name be changed to the New Lowell Branch. C. Leishman will contact Councillor D. Bronee to ascertain her view as to the reaction of the members of her Ward to such as name change.

In light of the potential decision by Council at its meeting of September 26th, 2016 to replace the Stayner Branch, the Chair requested volunteers for a fundraising committee. J. Greig and K. Adams volunteered. The Chair requested that other Board members consider volunteering and notify him of their intent. Discussion took place regarding the types of fundraising activities the Committee and its supporters would undertake. The Chair has a list of 60 Foundations that can be contacted to solicit funds for the capital project and/or for furnishings/equipment.

M. McKenzie reported on the Library upcoming outreach activities at the following events; the Great Northern Exhibition, Small Halls Festival, Georgian Bay Reads and the Pre-Thanksgiving book sale.

ADJOURNMENT

Moved by D. Kelly

THAT THE meeting be adjourned.