

**LAKE OF BAYS LIBRARY BOARD**  
**'LITERACY IS OUR GOAL'**  
**Minutes – Tuesday December 11<sup>th</sup>, 2007**  
**Meeting held in Dwight Library**

**Present:** Peggy Hurley, Murray Moore, Linda Lacroix, Charmian McCullough, Dolly Martin, Maureen Wilson, Mary Lois Rennie, Ann Rogers, David Johnstone, Shirley Anne Sturgess, Don Chevalier

**Absent:** Nancy Tapley, Ginny Burgess, Ruth Ross

1. **Call to Order:** 9:40 a.m. by Murray Moore
2. **Approval of Agenda:** Approved
3. **Additions to Agenda:** nil
4. **Minutes of November 27, 2007:** Approved by Maureen Wilson, Seconded by Charmian McCullough.
5. **Treasurers Report:** Monthly report was presented by Don Chevalier. Discussion followed, finances on target. Resolutions from last meeting not reflected in current statement. Action to be completed
6. **Librarians report:** Librarians submitted reports to the Library Board by e-mail and details were reviewed and discussed.
  - a. **Baysville:** Linda indicated the Microsoft Office software and printer cartridges have been received. Installation will be completed by The Computer Shop.
    - i. Automation: re possibility of making libraries a multi-branch system with separate entry system; separate card for patrons. Motion: Authorization to order "Mandarin System" as per quotation, as discussed, Motion by Ann Rogers, seconded by Charmian McCullough, passed unanimously. Linda will circulate quotation by e-mail.
    - ii. Library Service Centre has updated processing and barcodes plan.
    - iii. Ministry has been restructured into functionally based structure, further information forthcoming.
    - iv. Federation of Public Libraries provided information regarding new initiatives and aggressive public relations campaigns.
    - v. Program for monitoring time on computers available, plans to research further and possibly add to our systems.
  - b. **Dwight:**
    - i. Annual 'Typical week survey' completed by SOLS to measure activities in our facilities.
    - ii. Photocopier now located in computer room, new tables required.
    - iii. Christmas Holiday hours posted.
    - iv. Story Hour for Grade One class will be 'recorded', new experiment.
7. **New Business:**
  - a. Health and Safety issue of staff alone at night was discussed at length, Don Chevalier to investigate use of timers on outside lights.

- b. Employment contracts review presented by Maureen Wilson, they will be effective January 1<sup>st</sup>, 2008, logo to be added to forms.
- c. Baysville Expansion: Presentation package was provided to Board, decision to tweak some details and plans are for January 2008 presentation to Lake of Bays Council.
- d. Performance Reviews: Schedule to be set up for January - March for reviews, provision for Merit Pay pending compensation review. Proposal will be made to board in January by David Johnston. David will provide letter of instructions to librarians regarding their staff performance details.
- e. Discussion by Board regarding meeting with Town Treasurer regarding librarians being on the 'grid' in June, following a review of specifics.
- f. Decision made to continue board meetings on 4<sup>th</sup> Tuesday of each month at alternating library facilities.

**8. Next meeting:** January 22, 2008 at 9:30 in Baysville Library.

**9. Motion of Adjournment:** Motion to adjourn at 12 noon by Shirley Anne Sturgess, Seconded by Charmian McCullough

**10. Minutes signed by chair:**

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Chairman: Murray Moore