

LAKE OF BAYS LIBRARY BOARD
'LITERACY IS OUR GOAL'
Minutes – Tuesday November 27th,2007
Meeting held in Baysville Library

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

Absent: Nancy Tapley, Ginny Burgess

1. **Call to Order:** 9:30a.m. by Murray Moore
2. **Approval of Agenda:** Approved with additions
3. **Additions to Agenda:** i. Correspondence from Haliburton County Public Library.
4. **Minutes of October 30, 2007:** Approved by Dolly Martin, Seconded by Maureen Wilson.
5. **Treasurers Report:** Monthly report was presented by Don Chevalier. Finances on target. Resolutions required for several transactions:
 - a. Resolution to allocate funds (\$18,000.00) from 2007 Provincial Grant, (a one time grant) will be allocated to Strategic Plan Reserves. Motion by Murray Moore, Seconded by Maureen Wilson, passed unanimously.
 - b. Resolved that expenses related to purchase of laptop computer and projector including signage and shelving (from Computer Shop) will be taken from Strategic Plan Reserves. Motion by Murray Moore; Seconded by Ann Rogers, passed unanimously.
6. **Librarians report:** Librarians submitted reports to the Library Board by e-mail and details were reviewed and discussed.
 - a. **Baysville:** Linda reviewed contact with The Computer Shop and TAG regarding upgrading to Vista (not recommended at this time).
 - i. Motion to upgrade hardware and Microsoft Office and computers, moved by Ann Rogers, Seconded by Maureen Wilson, passed unanimously.
 - ii. Automation: considerable discussion regarding various programs for automation and further research and queries to be satisfied by potential vendors before final decision will be reached. Decision to automate has been agreed upon, supplier under discussion.
 - iii. Web Site Update: Replies received from queries regarding information to be included, decision not to proceed until above 'automation' can be included in web site information.
 - iv. Ministry of Culture has announced new Minister, Aileen Carroll.
 - b. **Dwight:**
 - i. Spectrum crash created by hydro outage, Winnebago support staff facilitated back up and running.
 - ii. Children's Reading Incentive Program met with great enthusiasm by children involved, many new patrons and excitement mounting towards final revelation of 'prize'. Thanks go to Friends of the

Dwight Library and Coles Book Store in Huntsville for participation.

- iii. Canadian Forces Reserve Office Lt. Col. Dave Fraser will be at the library to discuss his slide show and reply to queries about tour of duty in Kabul, Afghanistan where he was attached to the Coalition Security Transition Command as officer in charge of strategic planning for the Operational Mentoring and Liaison Teams. Donations will be appreciated to Dwight Veterans Wall.
- iv. New Library Report format by Cathy Fairburn was discussed and her efforts are much appreciated by board
- v. Membership purge continuing to update current data and in preparation for upcoming software migration.

7. New Business:

- a. Library automation, discussed above.
- b. Web site update, discussed above.
- c. Budget for 2008, figures being compiled re preparation.
- d. Baysville Expansion: Two meetings of building committee have been held with a target towards preparation of presentation to Council in January 2008.
- e. Cap Grant, discussed above.
- f. Photocopier:
 - i. Resolution to proceed with lease agreement of two Toshiba photocopiers with Near North, for 36 months. Motion by Murray Moore; Seconded by Maureen Wilson, passed unanimously.
- g. Performance Review Policy discussed at length, consideration given to policy containing "Specific, Measurable, Achievable, Realistic and Time Oriented information". David Johnson to proceed with final documentation.
- h. External Wireless Access is available during normal library operating hours. Should individual patron request specific 'off hour' time access, consideration may be given by consulting with individual librarian.
- i. E-mail received from Haliburton County Public Library regarding possible closure of Dorset Reading Room. Support and information has been made available by Lake of Bays Librarians.

8. Next meeting: December 11, 2007 at 9:30 in Dwight Library.

9. Motion of Adjournment: Motion to adjourn at 11:50 am. by Shirley Anne Sturgess, Seconded by Charmian McCullough

10. Minutes signed by chair:

Murray Moore, Chairman


Chairman: Murray Moore