



Agenda

The Blue Mountains Public Library Board Meeting

Meeting Date: May 18, 2017
Meeting Time: 2:00 p.m.
Location: Town Hall, Council Chambers
Prepared by: A. Wilson, Acting CEO, Curator

A. Call to Order

- **Approval of Agenda**

Recommended (Move, second)

THAT the Agenda of May 18, 2017 be approved as circulated, including any items added to the Agenda.

- **Declaration of Pecuniary Interest and general nature thereof**

- **Previous Minutes**

Recommended (Move, second)

THAT The Blue Mountains Public Library Board minutes of April 20, 2017 be approved as circulated, including any revisions to be made.

B. Deputations

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Library website and/or made available to the public upon request.

B.1 None.

C. Reports

C.1 Craigleith Heritage Depot Report, May 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive Craigleith Heritage Depot Report CHD.17.06 entitled "Craigleith Heritage Depot Report, May 2017" as information.

C.2 Library and Museum Operating Budget Variance Report, Ending April 30, 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the 2017 Budget Variance Report for the four months ending April 30, 2017 as it relates to the Library and the Museum.

C.3 Health and Safety Report, May 2017

Recommended (move, second)

THAT The Blue Mountains Public Library May receive Health and Safety Report HSR.17.05 "Health and Safety Report, May 2017" as information.

C.4 Action Log, May 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the Action Log HSR.17.05 entitled "Action Log May 2017".

D. Correspondence

None

E. New and Unfinished Business

E.1 Strategic Plan Update

The update is deferred until such time the Strategic Planning Committee meets.

E.2 Appointment of a Member of the Library Board to the Museum Advisory Committee:

Recommended (move, second)

THAT The Blue Mountains Public Library Board appoint a member of the board to the Museum Advisory Committee as per the governance policy.

E.3 Library Reserve Funds Update

The Blue Mountains Public Library Board received as information an update of all reserves at the November 21, 2016 Board meeting. Report Number: FAF.16.103 entitled, "Library Reserves and Reserve Funds" prepared by Ruth Prince, Director of Finance and IT Services.

	Jan 1/16	Interest Earned	Dec 31/16
Library bank account	\$121,545.27	\$1,250.49	\$121,795.76
Legacy reserve	\$ 21,182.94	\$ 231.64	\$ 21,414.58

E.4 Round Table

F. Notice of Meeting Dates / Adjournment

The next Library Board Meeting will be June 15, 2017 in Council Chambers at 2:00 pm.

G. Adjournment

Recommended (Move, second)

THAT this Library Board does now adjourn at (time) p.m. to meet again at the call of the Chair.



Minutes

The Blue Mountains Public Library Board Meeting

Meeting Date: April 20, 2017
Meeting Time: 10:00 a.m.
Location: Town Hall, Council Chambers
Prepared by Corrina Giles, Interim Secretary

A. Call to Order

Chair John McKean called the April 20, 2017 Blue Mountains Public Library Board Meeting to order with all members of the Board present, including Councillor Michael Martin, Councillor R.J. Gamble, Lloyd Brown, Willi Wildman, Roewel Guzman, Maurice Pepper. Absent from the meeting, due to previous commitments were Odette Bartnicki and Ron Gray.

Also present: Acting CEO and Curator Andrea Wilson, Manager of Human Resources Jennifer Moreau, Director of Community Services Shawn Everitt

- **Approval of Agenda**

Moved by: Maurice Pepper Seconded by: R. J. Gamble

- THAT the Agenda of April 20, 2017 be approved as circulated, including any items added to the Agenda, being the following additions at Agenda item E.2 Up-to-date Review of Reserve Funds, Subcommittee Review of Library Strategic Plan, Discussion regarding the Memorandum of Understanding with the Town, Carried.

- **Appointment of Secretary**

Moved by: Michael Martin Seconded by: Roewel Guzman

THAT Corrina Giles, Town Clerk, be appointed as the Interim Secretary of The Blue Mountains Public Library Board for the purposes of the April 20, 2017 Library Board Meeting, Carried.

- **Declaration of Pecuniary Interest and general nature thereof**

None

- **Previous Minutes**

Moved by: Lloyd Brown Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board minutes of February 16 and March 30, 2017 be approved as circulated, including any revisions to be made, Carried.

B. Deputations

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B.1 Mike D'Abramo.

Mr. D'Abramo spoke thanking the Library Board for hearing his deputation. Mr. D'Abramo noted that he has several concerns over the 2015-2018 Strategic Plan as it was presented in February, both how it was devised and what it advocates. Mr. D'Abramo referenced his deputation to the Board of 9 months ago.

Mr. D'Abramo asked that the Board revisit its Strategic Plan and bring the public into the discussion to move the vision of the Library forward, to establish a working group of Library staff, volunteers and community members and hold a working session to develop a holistic vision for the Library. Mr. D'Abramo encouraged the Board to build the Library that the community deserves.

Lloyd Brown spoke thanking Mr. D'Abramo for his deputation, and noted that the Board has discussed the Strategic Plan and noted that the Strategic Plan referenced by Mr. D'Abramo is a draft. Lloyd noted that the Board has discussed the items referenced by Mr. D'Abramo and are addressing concerns at the Library.

Chair McKean thanked Mr. D'Abramo for his deputation.

C. Reports

C.1 CEO Report, April 2017

None at this time

C.2 Craigleith Heritage Depot Report, March 2017, CHD.17.04

Moved by: Maurice Pepper Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board receive Curator Report CHD.17.04 entitled "Craigleith Heritage Depot Report, March 2017" as information, Carried.

C.3. Museum Advisory Committee, Report, CHD.17.05

Moved by: Michael Martin Seconded by: R. J. Gamble

THAT the Blue Mountains Public Library Board receive the Report CHD.17.05 entitled "Museum Advisory Committee";

AND the Blue Mountains Public Library Board authorize the Museum Advisory Committee as a Committee of the Blue Mountains Public Library Board;

AND THAT the Blue Mountains Public Library Board approve the attached governance policy/terms of reference (attachment 1) for this committee;

AND THAT the following members of the Museum Advisory Committee remain for current Term of Council

- Robert W. Waind (current Chair) "Public Representative"
- Bud McCannell "Public Representative"
- Olav Vanderzon "Public Representative"
- Robert Gamble "Council Representative"

AND THAT the Blue Mountains Public Library Board appoint a member of the board to the Museum Advisory Committee as per the governance policy, Carried.

C.4 Library and Depot Operating Budget Variance Report, Ending February 28, 2017

Moved by: Michael Martin Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board accept the 2017 Budget Variance Report for the two months ending February 28, 2017 as it relates to the Library and the Depot, Carried.

C.5 Library and Depot Operating Budget Variance Report, Ending March 31, 2017

Moved by: Maurice Pepper Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board accept the 2017 Budget Variance Report for the three months and March 31, 2017 as it relates to the Library and the Depot, Carried.

C.6 Health and Safety Report, March 2017

Moved by: Michael Martin Seconded by: R. J. Gamble

THAT The Blue Mountains Public Library Board receive Health and Safety Report HSR.17.03 entitled "Health and Safety Report" as information, Carried.

C.7 Arts Advisory Committee, Minutes, January 10, 2017 and February 14, 2017

Moved by: Michael Martin Seconded by: Lloyd Brown

THAT The Blue Mountains Public Library Board receive the Minutes of the "Arts Advisory Committee" dated January 10, 2017 and February 14, 2017 as information, Carried.

C.8 LE Shore Memorial Library Roof Reports**Update – Mold Abatement, Restoration and Roof Replacement Project, CSPW.17.035**

Moved by: Michael Martin Seconded by: R. J. Gamble

THAT The Blue Mountains Public Library Board receive the Town Staff Report CSPW.17.035 entitled “Mold Abatement, Restoration and Roof Replacement Project”, as information, Carried.

C.9 LE Shore Memorial Library Roof Reports**L.E. Shore Memorial Library Steel Roof Repair Investigation, CSPW.17.042**

Moved by: Michael Martin Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive the Staff Report CSPW.17.042 entitled “L.E. Shore Memorial Library Steel Roof Repair Investigation”, as information, Carried.

C.10 Action Log, 2017

Moved by: Maurice Pepper Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board approve the Report AL 17.03 entitled “Action Log”, Carried.

D. Correspondence

None

E. New and Unfinished Business

E.1 Round Table

None

E.2 Additions to Agenda

Maurice Pepper spoke noting requesting that the May Library Board Agenda include an updated statement of Library reserve funds.

Maurice noted that at the February Library Board meeting, that the Strategic Plan subcommittee provided a brief update on the Strategic Plan. Maurice asked that this is important and that the subcommittee should bring another update forward to the May meeting.

Maurice asked that an update be provided on the Memorandum of Understanding as well. Chair McKean noted that due to staffing shortages at the current time, that the Memorandum of Understanding has not moved forward, but that it should be brought up at the May meeting.

Roevel spoke noting that she would appreciate receiving information regarding the Strategic Plan discussions.

Maurice then noted that he takes issue with the Library Board meeting be rescheduled to 10:00 a.m. from 2:00 pm, noting that the monthly meetings should be scheduled in accordance with the Library Board By-laws, being the third Thursday of the month at 2:00 pm. Andrea confirmed that the May 18 Library Board meeting will be scheduled at 2:00 pm.

F. Notice of Meeting Dates / Adjournment

The next Library Board Meeting will be May 18, 2017 in Council Chambers at 2:00 pm.

G. Closed Session

Moved by: Michael Martin Seconded by: Willi Wildman

THAT, with regard to section 16.1(4) of the Public Libraries Act, that this Library Board do now move into closed session in order to address matters pertaining to labour relations or employee negotiations and with regard to personnel matters, Carried.

The board moved into closed session at 11:08 am

The board rose from closed to public session at 12:07 pm

H. Adjournment

Moved by: Michael Martin Seconded by: Lloyd Brown

THAT this Library Board does now adjourn at 12:09 p.m. to meet again at the call of the Chair, Carried.



Staff Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: May 18, 2017
Report Number: CHD.17.06
Subject: Craigleith Heritage Depot
Prepared by: Andrea Wilson, Curator

A. Recommendations

THAT The Blue Mountains Public Library Board receive Staff Report CHD.17.06, entitled “Craigleith Heritage Depot” as information.

B. Overview

The Craigleith Heritage Depot (CHD) report will provide information on the operations to January 1 to April 30, 2017.

C. General Visitorship

Visitors January 1 to April 30: 1319

Virtual visitors through Facebook: to date: 6110 April only: 1062

Twitter Followers 204 (+5)

Facebook Likes: 89 (+7)

Then and Now Website hits, to date: 27,933 April: 6,856

D. Museum Services

Media/Marketing:

Canada 150 themes were marketed through a press release to all outlets. The focus For April was Canadian Film. National Canada Film day is being marketed across the country and our information is on the National Web site. May’s theme is Clay the Canadian Way and features the collection of ceramics.

Collection:

The Then and Now Project are planning future interviews about the Apple Industry. Mountain Goat Films will be creating three professional three minute films for the collection and use in programming. The three subjects are the First Peoples, the Ski Industry and the Apple Industry. These short films will be used in the Then and Now Project, the outreach kits and for education purposes. The research phase is complete, the writing phase is complete and filming completed for the Apple and Ski Industry films. Chief English of the Wyandotte of Kansas will be interviewed for the First Peoples component in May.

Research: The research room is in transition as we continue to integrate and inventory the collections from the Library and Museum.

To Date Requests: 30 April Requests: 5

Exhibition:

Completed the research and writing for the exhibit panels featuring the natural history of the Delphi Point Park and the Nippising Ridge Trail. Images and touch panels have begun production.

An exhibit about Canadian films was featured for Film Month. An exhibit on SELF-e, to share the opportunities for local writers to self-publish their work through the library is ongoing.

Education/Programming:

Children's Programmes: The hands-on activity centre in the museum provided for young drop in visitors was well used and stocked with activities relating to the exhibit theme and seasonal themes. This month it included creating your own show.

Museum staff offered a juggling workshop was offered for the after school programme at LE Shore.

The Blue Mountain Writer's group is ongoing. Writing Your Life History Programme ran a full programme in March with all all positive

Ongoing planning for the Canada 150: 12 Months 12 Themes programme is underway with the Town of the Blue Mountains and the Thornbury BIA.

E. Library Services

Circulation since January 1: 1214 April Only: 214

Book Club: The book club is now continuing under a rotating leadership basis.

Tourism Services continue with spring information filling the racks. The tourism flag has arrived and is scheduled to be installed by Elizabeth Cornish when the weather improves.

F. Facility Report

The repair from the tire damage in the summer will proceed with better weather. We have had our yearly electrical inspection with no issues. LED lighting continues to be added as bulbs are replaced. The gardens and grounds have had spring cleaning and the parking lot bumpers were returned to their locations. No Health and safety issues.

Respectfully Submitted,

Andrea Wilson
Curator

For more information, please contact:

Andrea Wilson

awilson@thebluemountains.ca

519-599-3681 ext. 372

Operating
Library
1-650

Town of The Blue Mountains
2017 Budget Variance Report
For the Four Months Ending April 30, 2017

Acct	Current Per...	YTD Actuals	Committed	Total YTD	Total Budget	Unexpende...	% of Budget
EXPENSES							
Salaries, Wages & Benefits	\$43,233	\$182,716	\$0	\$182,716	\$592,545	\$409,829	31%
Administrative Expenses	\$1,543	\$7,127	\$0	\$7,127	\$16,450	\$9,323	43%
Personnel, Training and Travel	\$117	\$3,613	\$0	\$3,613	\$8,900	\$5,287	41%
Operating Expenses	\$2,267	\$18,519	\$0	\$18,519	\$23,000	\$4,481	81%
Communications	\$897	\$3,614	\$0	\$3,614	\$11,015	\$7,401	33%
Equipment Related	\$319	\$1,597	\$0	\$1,597	\$11,000	\$9,403	15%
Purchased Services	\$1,615	\$1,615	\$4,029	\$5,644	\$5,095	(\$549)	111%
Financial Expenses	\$464	\$1,999	\$0	\$1,999	\$6,055	\$4,056	33%
Premises and Site	\$50	\$285	\$0	\$285	\$0	(\$285)	0%
TOTAL EXPENSES	\$50,505	\$221,085	\$4,029	\$225,114	\$674,060	\$448,946	33%
TRANSFERS							
Transfers to Capital & Reserves	\$7,209	\$11,890	\$0	\$11,890	\$82,000	\$70,110	15%
Interfunctional Transfers	\$0	\$120	\$0	\$120	\$2,700	\$2,580	4%
TOTAL TRANSFERS	\$7,209	\$12,010	\$0	\$12,010	\$84,700	\$72,690	14%
TOTAL TRANSFERS & EXPENSES	\$57,714	\$233,095	\$4,029	\$237,124	\$758,760	\$521,636	31%
REVENUE							
Grants & Donations	\$2,071	\$13,304	\$0	\$13,304	\$27,000	\$13,696	49%
Interest and Investment	\$0	\$0	\$0	\$0	\$1,000	\$1,000	0%
Sales	\$870	\$2,700	\$0	\$2,700	\$8,700	\$6,000	31%
Fee and Charges	\$655	\$4,262	\$0	\$4,262	\$20,800	\$16,538	20%
Facilities Rental	\$580	\$2,095	\$0	\$2,095	\$4,500	\$2,405	47%
TOTAL REVENUE	\$4,176	\$22,361	\$0	\$22,361	\$62,000	\$39,639	36%
NET POSITION	(\$53,538)	(\$210,734)	(\$4,029)	(\$214,763)	(\$696,760)	(\$481,997)	31%

Operating
Library Operating
1-650-1000

Town of The Blue Mountains
2017 Budget Variance Report
For the Four Months Ending April 30, 2017

<u>Acct</u>	<u>Current Per...</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
EXPENSES							
Salaries, Wages & Benefits	\$32,567	\$137,248	\$0	\$137,248	\$432,670	\$295,422	32%
Administrative Expenses	\$1,536	\$5,532	\$0	\$5,532	\$14,350	\$8,818	39%
Personnel, Training and Travel	\$77	\$3,002	\$0	\$3,002	\$7,600	\$4,598	40%
Operating Expenses	\$2,267	\$13,030	\$0	\$13,030	\$17,300	\$4,270	75%
Communications	\$675	\$2,806	\$0	\$2,806	\$7,980	\$5,174	35%
Equipment Related	\$319	\$1,597	\$0	\$1,597	\$11,000	\$9,403	15%
Purchased Services	\$1,615	\$1,615	\$2,856	\$4,471	\$3,900	(\$571)	115%
Financial Expenses	\$310	\$1,380	\$0	\$1,380	\$4,190	\$2,810	33%
Premises and Site	\$50	\$285	\$0	\$285	\$0	(\$285)	0%
TOTAL EXPENSES	\$39,416	\$166,495	\$2,856	\$169,351	\$498,990	\$329,639	34%
TRANSFERS							
Transfers to Capital & Reserves	\$7,209	\$11,890	\$0	\$11,890	\$82,000	\$70,110	15%
Interfunctional Transfers	\$0	\$0	\$0	\$0	\$2,700	\$2,700	0%
TOTAL TRANSFERS	\$7,209	\$11,890	\$0	\$11,890	\$84,700	\$72,810	14%
TOTAL TRANSFERS & EXPENSES	\$46,625	\$178,385	\$2,856	\$181,241	\$583,690	\$402,449	31%
REVENUE							
Grants & Donations	\$2,071	\$13,228	\$0	\$13,228	\$27,000	\$13,772	49%
Interest and Investment	\$0	\$0	\$0	\$0	\$1,000	\$1,000	0%
Sales	\$870	\$2,593	\$0	\$2,593	\$8,700	\$6,107	30%
Fee and Charges	\$655	\$4,160	\$0	\$4,160	\$14,800	\$10,640	28%
Facilities Rental	\$580	\$2,095	\$0	\$2,095	\$4,500	\$2,405	47%
TOTAL REVENUE	\$4,176	\$22,076	\$0	\$22,076	\$56,000	\$33,924	39%
NET POSITION	(\$42,449)	(\$156,309)	(\$2,856)	(\$159,165)	(\$527,690)	(\$368,525)	30%

Operating
Depot Operating
1-650-6510

Town of The Blue Mountains
2017 Budget Variance Report
For the Four Months Ending April 30, 2017

<u>Acct</u>	<u>Current Per...</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
EXPENSES							
Salaries, Wages & Benefits	\$10,666	\$45,468	\$0	\$45,468	\$159,875	\$114,407	28%
Administrative Expenses	\$7	\$1,595	\$0	\$1,595	\$2,100	\$505	76%
Personnel, Training and Travel	\$40	\$611	\$0	\$611	\$1,300	\$689	47%
Operating Expenses	\$0	\$5,489	\$0	\$5,489	\$5,700	\$211	96%
Communications	\$222	\$808	\$0	\$808	\$3,035	\$2,227	27%
Purchased Services	\$0	\$0	\$1,173	\$1,173	\$1,195	\$22	98%
Financial Expenses	\$153	\$620	\$0	\$620	\$1,865	\$1,245	33%
TOTAL EXPENSES	\$11,088	\$54,591	\$1,173	\$55,764	\$175,070	\$119,306	32%
TRANSFERS							
Interfunctional Transfers	\$0	\$120	\$0	\$120	\$0	(\$120)	0%
TOTAL TRANSFERS	\$0	\$120	\$0	\$120	\$0	(\$120)	0%
TOTAL TRANSFERS & EXPENSES	\$11,088	\$54,711	\$1,173	\$55,884	\$175,070	\$119,186	32%
REVENUE							
Grants & Donations	\$0	\$76	\$0	\$76	\$0	(\$76)	0%
Sales	\$0	\$107	\$0	\$107	\$0	(\$107)	0%
Fee and Charges	\$0	\$102	\$0	\$102	\$6,000	\$5,898	2%
TOTAL REVENUE	\$0	\$285	\$0	\$285	\$6,000	\$5,715	5%
NET POSITION	(\$11,088)	(\$54,426)	(\$1,173)	(\$55,599)	(\$169,070)	(\$113,471)	33%



Health and Safety Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: May 18, 2017
Report Number: HSR.17.05
Subject: Health and Safety Report
Prepared by: Andrea Wilson, Acting CEO

A. Recommendations

THAT The Blue Mountains Public Library Board receive Health and Safety Report HSR.17.05, entitled "Health and Safety Report".

B. Overview

- Tripping hazard between the flooring and tile at front entrance. Maintenance to fix it.

Helene Schofield, Health and Safety Representative, Library

Respectfully Submitted,

Name: Andrea Wilson

Title: Acting CEO and Curator

awilson@thebluemountains.ca

519-599-3681 ext 372



Action Log

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: May 18, 2017
Report Number: AL.17.05
Subject: Action Log
Prepared by: Andrea Wilson, Acting CEO

A. Recommendations

THAT The Blue Mountains Public Library Board approve the Action Log AL.17.05, entitled May "Action Log".

B. Overview

ACTION	RESPONSIBILITY	DATE	COMMENTS
Board Development	Board/CEO	2017	
Review of Marketing and Advocacy Plans	Board/CEO	on going	Hire consultants
Town Agreement	Board/CEO/Town Staff	On going	Board approval
Strategic Plan Review	Board/CEO	Ongoing	Board review and approval

Respectfully Submitted,
 Name: Andrea Wilson
 Title: Acting CEO and Curator
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