

**AGENDA The Blue Mountains Public Library Board Meeting**

**MEETING DATE:** April 21, 2016  
**MEETING TIME:** 2:00 p.m.  
**LOCATION:** Town Hall, Council Chambers  
**PREPARED BY:** Corrina Giles, Interim Secretary

**A. Call to Order**

▪ **Approval of Agenda**

**Recommended** (Move, second)

THAT the Agenda of April 21, 2016 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 February 18, 2016 and March 22, 2016, be adopted as circulated, including any revisions to be made.

**B. Deputations / Presentations**

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** Patrick Delaney  
Re: Library Restructuring

**B.2** Rosemary Gosselin  
Re: Community consultation on matters pertaining to public institutions

## **C. Reports**

- C.1 CEO Report dated April, 2016
- C.2 Library Budget Variance Reports
- C.3 Health & Safety Report dated April, 2016
- C.4 Action Log dated April, 2016

## **D. Correspondence**

None

## **E. New and Unfinished Business**

- E.1 Round Table
- E.2 Additions to Agenda

## **F. Closed Session**

None

## **G. Notice of Meeting Dates/Adjournment**

The Blue Mountains Library Board Meeting, May 19, 2016 2:00 p.m.  
Town Hall, Council Chamber

## **H. Adjournment**

**Recommended** (Move, second)

THAT this Library Board does now adjourn at (time) p.m. to meet again May 19, 2016 2:00 pm, Town Hall, Council Chamber, or at the call of the Chair.

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### **Meeting Notes**

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April 2016

## CEO's Report

### Building

- Town of the Blue Mountains facilities staff are reviewing the roof. It has not been maintained over the last 20 years and a significant amount of growth is covering some sections. A contractor has been consulted and major repairs maybe required. The investigation is ongoing.
- Final testing for HVAC system has been completed successfully.

### Children's

- Eight programs and events were held during the March break with 221 participants.
- Afterschool programs continue and will do so until the end of the school year.

### Adults

- The exercise program continues to thrive on both Monday and Wednesday mornings.
- An drop in "Colouring" program for adults is being considered for Thursday mornings.
- The Errinrung story time continues with the support of staff and a volunteer.

### Other

- The 3D printer was returned to MakerBot and rebuilt. It has been returned and is still not functioning. Again we are working with the vendor to find a solution.
- The Town has a limit of \$50,000 for Fine Arts. This limit is for all facilities insured by the Town (i.e. Library, Town Hall). The deductible for fine arts is \$1,000.

### Funding

- I have applied for two summer students through Young Canada Works. One to deliver the summer reading program and one to assist with the digitization program. I expect to receive notification sometime in April.

**Town of The Blue Mountains**  
**2016 Budget Variance Report**  
For the Three Months Ending March 31, 2016

	2016						
	Mar	YTD Actuals	Committed	Total YTD	Budget	Unexpended \$	% of Budget
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$43,611	\$110,845	\$0	\$110,845	\$552,900	\$442,055	20%
Administrative Expenses	544	1,827	0	1,827	14,200	12,373	13%
Personnel, Training and Travel	0	1,380	0	1,380	7,550	6,170	18%
Operating Expenses	279	7,443	0	7,443	16,500	9,057	45%
Communications	829	1,531	0	1,531	8,100	6,569	19%
Utilities	3,529	5,830	0	5,830	22,440	16,610	26%
Equipment Related	319	5,426	0	5,426	15,700	10,274	35%
Purchased Services	0	0	2,754	2,754	3,850	1,096	72%
Financial Expenses	312	945	0	945	4,045	3,100	23%
Premises and Site	2,371	5,917	0	5,917	28,500	22,583	21%
<b>TOTAL EXPENSES</b>	<b>51,794</b>	<b>141,144</b>	<b>2,754</b>	<b>143,898</b>	<b>673,785</b>	<b>529,887</b>	<b>21%</b>
<b>TRANSFERS</b>							
Transfers to Capital & Reserves	12,463	12,463	0	12,463	100,095	87,632	12%
Interfunctional Transfers	1,661	7,331	0	7,331	16,650	9,319	44%
<b>TOTAL TRANSFERS</b>	<b>14,124</b>	<b>19,794</b>	<b>0</b>	<b>19,794</b>	<b>116,745</b>	<b>96,951</b>	<b>17%</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>65,918</b>	<b>160,938</b>	<b>2,754</b>	<b>163,692</b>	<b>790,530</b>	<b>626,838</b>	<b>21%</b>
<b>REVENUE</b>							
Grants & Donations	5,470	5,806	0	5,806	27,000	21,194	22%
Sales	428	1,296	0	1,296	7,200	5,904	18%
Fee and Charges	1,007	2,955	0	2,955	17,300	14,345	17%
Facilities Rental	170	790	0	790	4,500	3,710	18%
<b>TOTAL REVENUE</b>	<b>7,075</b>	<b>10,847</b>	<b>0</b>	<b>10,847</b>	<b>56,000</b>	<b>45,153</b>	<b>19%</b>
<b>NET POSITION</b>	<b>(58,843)</b>	<b>(150,091)</b>	<b>(2,754)</b>	<b>(152,845)</b>	<b>(734,530)</b>	<b>(581,685)</b>	<b>21%</b>

April 2016

Health and Safety Report

- Strong odour emanating between the doors at the Bruce Street entrance.
- The ceiling tiles in the same entrance are stained.
- During the library protest held on March 12, 2016 the crowd moved into the hallway of the library. Both entrances were blocked with large signs and people creating a safety hazard.

**April 2016  
ACTION LOG**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>	<b>COMMENTS</b>
Museum partnership	Board/CEO	On-going	
Board Development	Board/CEO	2016	
Review of Marketing and Advocacy Plans	Board/CEO	on going	Hire consultants
HR/Financial Agreement	Board/CEO/Town Staff	On going	Board approval
Policy Review	Board/CEO	On going	Board approval
Strategic Plan Review	Board/CEO	Yearly – late fall	Board approval
CEO Performance Review	Board/CEO	May 2016	Board approval
Annual Board Review	Board	Feb 2016	Self-evaluation
Finance 101	Finance Staff	TBD	Board review