



## **MINUTES - The Blue Mountains Public Library Board**

**MEETING DATE: Wednesday December 17, 2014**

**LOCATION: L.E. Shore Memorial Library**

**PREPARED BY: Terri Pope**

### **1. Call To Order**

C. Innes called the meeting to order at 5:04.

Present: C. Innes, L. Ardiel, L. Grigg, L. Ardiel, J. Armstrong, I. Reboh, J. Halos J. Salvatore, M. Martin, G. Whitbeck

### **2. Approval of Agenda**

Moved by: M. Martin

Seconded by: L. Grigg

To approve the agenda. Carried

### **3. Approval of Consent Agenda**

2.1 Minutes of the Previous Meeting

2.2 CEO's Report

2.3 Correspondence

Moved by: J. Halos

Seconded by: M. Martin

To approve the consent agenda including minutes of the November 19th, 2014 meeting, CEO's report and any correspondence. Carried

## **4. Presentations**

No Presentations

## **5. Reports**

### **5.1 CEO Updates**

5.1.1 The large tree at 177 Bruce St will be removed in mid-January 2015.

5.1.2 Working on details for the transfer of data to new library system vendor to mid-March, 2015.

5.1.3 The lighting project is progressing and will finish in January 2015.

### **5.2 Financial Reports**

T. Pope presented the financial report. G. Whitbeck suggested collecting information on the rental of the Gallery and comparing the data over time. The Board discussed the possibility of different rates for different users (eg. for profit, not for profit).

Moved by: M. Martin

Seconded by: L. Grigg

To receive the Financial Reports as submitted. Carried.

### **5.3 Safety Report**

T. Pope reviewed the report.

Moved by: L. Grigg

Seconded by: I. Reboh

To receive the Health and Safety Report. Carried.

## **6. Business Carried Forward**

### **6.1 Review of Action Log**

C. Innes reviewed the items on the Action Log. A few people attended the Board orientation on November 26 from 2-4 pm and November 27 from 6-8. A few others reached out to Board members and the CEO regarding the Board application process, and board members contacted prospect members individually.

A new Board was appointed by Council on December 15, 2014.

### **6.2 Budget**

T. Pope provided an update on the 2014 budget. The library anticipates having a small surplus at the end of the year.

### **6.3 Funds Carried Forward**

Moved by: L. Grigg

Seconded by: M. Martin

To carry forward any unexpended funds to the 2015 budget. Carried.

## 6.4 Strategic Plan

The five strategic goals with details drafted by the committee were presented by C. Innes. The Board discussed the goals and the actions associated with each of them.

Moved by: G. Whitbeck

Seconded by: L. Ardiel

To approve the Strategic Plan 2015-2018. Carried.

## 6.5 20<sup>th</sup> Anniversary

I. Reboh gave a committee update. Besides celebrating the library's 20<sup>th</sup> anniversary, events during 2015 will be used to launch the library's campaign to generate excitement about the many programs and services offered at the library, and to help the community understand the need for more space. The parking lot party and a high profile event in December will be the highlights, with some smaller activities occurring at other times during the year. A follow-up committee will be struck with Board, staff and public representation.

## 7. New Business

### 7.1 Performance Review

Moved by: G. Whitbeck

Seconded by: L. Grigg

That with regard to **The Public Libraries Act R.S.O. 1990 16.1 (b)** personal matters about an identifiable individual; this Board do now move into closed session. at 6:32pm. Carried

Moved by: L. Ardiel

Seconded by: L. Grigg

Board moved into public session at 6:58 pm. Carried

Summary by C. Innes

The Board endorses the performance review report and compliments Terri on the steps she has taken to understand the structure, the culture and the particular needs of this library. She brings a wealth of knowledge about library services and has been invaluable in assisting the Board to do its work. The following recommendations to assist in this process are made for the next Board's consideration:

1. Continue to support professional development for the CEO in the areas of finance and staff management.
2. Support any necessary training for the Board Chair in the area of staff management.
3. Monitor the monthly surplus in the capital book budget.

4. Support technological enhancements to streamline library business.

The Board expresses confidence in Terri's ability to move the library forward as outlined in the strategic plan.

## **7.2 Digitalization Policy**

T. Pope presented a revised Collection Development Policy – Regulations for Digitization. The regulation provides the specifics of storing digital local history records via the Blue Mountains History project.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To approve Policy 3 Collection Development, subsection 3.3 Regulations for Digitization. Carried

## **7.3 OLA Conference**

C. Innes reaffirmed the Board's support for staff and Board members to attend the conference in January.

## **7.4 Contract Position**

That with regard to **The Public Libraries Act** R.S.O. 1990 16.1 (b) personal matters about an identifiable individual; this Board do now move into closed session.

Moved by: L. Ardiel

Seconded by: L. Grigg

To move into closed session at 7.07. Carried.

Board moved into public session at 7.16 pm. Carried

Moved by: M. Martin

Seconded by: G. Whitbeck

To approve the contract position to begin in January 2015. Carried.

## **8. Round the Table**

The Board expressed their thanks to outgoing Chair C. Innes for all her had work over her terms. Praise was also given to all the Board for their years of service.

**9. Next Meeting Date:** Date to be determined in January 2015.

## 10. Adjournment

Moved by: C. Innes

That this meeting do now adjourn at 7:20 p.m.

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Board Chairperson