



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

**MEETING DATE: Wednesday December 18, 2013**

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

**PREPARED BY: Terri Pope**

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

C. Innes called the meeting to order at 7:15.

Present: G. Whitbeck, M. Martin, C. Innes, L. Ardiel, L. Grigg, J. Armstrong.

Regrets: J. Salvatore, I. Reboh

Absent: J. Halos

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

Moved by: L. Ardiel

Seconded by: M. Martin

To approve the consent agenda. Carried

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

Moved by: G. Whitbeck

Seconded by: L. Grigg

To approve the agenda as amended. Carried

### **4. Presentations**

No Presentations

## **5. Reports**

### **5.1 CEO Updates**

- The overall budget forecast will put us in a surplus position for the end of 2013; the exact amount will be reported when all December bills are in.
- T. Pope has enrolled in the SOLS budget course which will begin in February 2014.
- The Town of the Blue Mountains is offering an early retirement to up to four people if a position can be eliminated somewhere else in the organization.
- Lance Thurston, Grey County CAO, has released his draft report which recommended that County Council not to go ahead with a further study regarding a County library system.

### **5.2 Financial Report**

T. Pope will send out an email with the donations summary and any new information regarding operating and capital budgets for 2014.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To receive the Financial Reports as submitted. Carried.

### **5.3 Safety Report**

A volunteer left a hammer on the ladder during picture hanging in the gallery and when he moved the ladder the hammer scraped his head. He was treated at the library and no further action was required.

Moved by: L. Grigg

Seconded by: M. Martin

To receive the Health and Safety Report. Carried.

## **6. Business Carried Forward**

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

C. Innes reviewed the Action Log.

J. Perks is the staff representative for the Strategic Planning Committee.

The Board discussed the ownership of 177 Bruce St. T. Pope will draft a letter to be reviewed by the board expressing the libraries interesting in resolving the ownership of the property.

## **6.2 Capital Budget 2014**

The budget for the Gallery was discussed. The budget has been reduced significantly for the Gallery but will still allow for the purchase of new kitchen appliances.

The estimates to repair the flooring in the Gallery were presented. T. Pope will report back in January with additional information.

## **6.3 Operating Budget 2014**

T. Pope identified the overall increase for the library budget for 2014 is 1.09%.

## **6.4 Strategic Plan**

C. Innes briefly described a new opportunity to explore how seniors are being served in the community and the need for communal meeting space. The library needs to find out what kind of space we need for what purposes as part of our strategic planning process.

T. Pope will contact the SOLS representative to arrange a Board session in early 2014.

## **7. New Business**

### **7.1 CEO Performance Review**

Moved by: L. Ardiel

Seconded by: G. Whitbeck

To move into closed session to discuss a personnel matter @ 8:30pm. Carried

Moved by: L. Grigg

Seconded by: L. Ardiel

To move out of the closed session @ 8:45pm. Carried

Moved by: L. Grigg

Seconded by: L. Ardiel

To accept the CEO Annual Performance Review Report Carried

## **7.2 Development Charges**

T. Pope provided an explanation for the process. The last study was completed in 2008. The purpose of the study is to determine the charges for new development in the area and the amount of money to be (those monies are) set aside to assist with the costs of expanding services due to that growth. The anticipated population growth has not been realized. The strategic planning process will give staff and the Board the opportunity to reexamine space needs, users' needs and formulate an appropriate strategy.

A revised plan will be brought to a subsequent meeting for Board discussion.

## **7.3 Accreditation**

T. Pope presented a report on the pre-audit analysis prepared by Gwen Wheeler. The Board will review the document and policies will be brought forward in 2014 to meet the requirements. It is anticipated that the accreditation team will do a site visit in the fall of 2014.

## **7.4 AAC Visa Proposal**

T. Pope presented the AAC proposal to allow artists to use their own visa process during an art opening. The Board discussed various methods of payment

Moved by: G. Whitbeck

Seconded by: L. Ardiel

To approve in principle the use of Visa or Mastercard at the art openings. T. Pope will bring forward a contract statement of the terms of this arrangement for Board approval. Carried.

M. Martin will investigate a merchant account in 2014.

**Next Meeting Date:** Wednesday January 15, 2014 at 7:00 p.m.

## **Adjournment**

Moved by: G. Whitbeck

That this meeting do now adjourn at 9:20 p.m.

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C.J. Innes

**Board Chairperson**