



MINUTES-The Blue Mountains Public Library Board

MEETING DATE: Wednesday January 15, 2013

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Terri Pope

1. Call To Order

C. Innes called the meeting to order at 7:05.

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

Regrets: I. Reboh

2. Approval of Consent Agenda

Moved by: L. Grigg

Seconded by: J. Halos

To approve the consent agenda. Carried

3. Approval of Agenda

Moved by: L. Ardiel

Seconded by: J. Halos

To approve the agenda as amended. Carried

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

- The library will have a surplus due to unexpended full time salaries and benefits and unspent monies for books.
- The CEO and Board Chair will present the 2014 budget on January 24, 2014 at 9:30 am.
- Total donations received in 2013 is \$3014.60.
- Lance Thurston, Grey County CAO, has released his draft report to to area CEO's and has called another meeting for early February.

- The Garden Club is donating a tree to be placed on library property in the spring. T. Pope will confirm who will look after the young tree. The club has also agreed to help improve the walled garden area.

5.2 Financial Report

Moved by: G. Whitbeck

Seconded by: J. Armstrong

To receive the Financial Reports as submitted. Carried.

5.3 Safety Report

177 Bruce Street is now included in the monthly health and safety inspections. The fence between the library and 177 Bruce Street has been damaged. T. Pope will contact the Town of the Blue Mountains staff to determine who is responsible for the repairs.

Moved by: J. Salvatore

Seconded by: L. Ardiel

To receive the Health and Safety Report. Carried.

6. Business Carried Forward

6.1 Review of Action Log

C. Innes reviewed the Action Log.

The Board discussed the ownership of 177 Bruce St. J Halos noted that the County has the appropriate processes to deal with renting the property. If the property is rented will the current expenses for the property be covered by the revenue? How does the Library Board ensure that the space is guaranteed for library expansion? T. Pope and C. Innes will draft a letter to T. Speck regarding the ownership and forward it to the Board for review.

C. Innes reminded members that if a situation arises requiring them to miss three meetings in a row, they should request a leave of absence from the Board ahead of time.

6.2 Budget 2014

Moved by: L. Ardiel

Seconded by: G. Whitbeck

That any unexpended funds in Books, Materials and Furniture budgets be carried forward to 2014 to be spent in addition to the 2014 budget. Carried

The power point presentation to Council regarding the 2014 budget is ready. T. Pope presented the Board with the new operating fund sheet to be used for budgeting purposes.

Moved by: J. Halos

Seconded by: G. Whitbeck

To accept the 2014 budget as presented. Carried.

6.3 Visa Contract

Changes to the contract for artists using a credit card at a show opening were circulated. T. Pope is investigating the option of credit card and or point of sale for the library.

Moved by: J. Halos

Seconded by: L. Ardiel

To accept the contract as written. Carried

6.4 Gallery Flooring

The Board reviewed the quotes to repair or replace the flooring in the Gallery.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To repair the floor as quoted by Floorcrafters. Carried

J. Halos was excused from the meeting at 8.25 pm.

6.5 Strategic Plan

C. Innes reviewed the strategic planning process. A. Madziak, a SOLS consultant, is familiar with our library and will do a planning workshop. T. Pope will arrange a time and date for late February.

The Board will review the space needs study for the February meeting. The Board will consider what space is required for what purposes and the timing of the expansion for development charges purposes. T. Pope will gather the most current population figures for the meeting.

7. New Business

7.1 Election of Vice Chair

The Board elects a Vice Chair every January to give someone new the opportunity to gain experience. The Board Chair is elected every two years. There being no nominations and Jean being willing to take on the responsibility, it was:

Moved by: M. Martin L. Ardiel

Seconded by: L. Grigg

To appoint J. Salvatore as the Vice Chair. Carried.

7.2 Accreditation

T. Pope presented the first new policy for the accreditation policy. The pre audit identified a number of areas that needed to be addressed and are mandatory. The first of these is a policy within the governance section dealing with policy development.

Moved by: M. Martin

Seconded by: L. Ardiel

To approve Section 1 Governance, Vision, Mission, Values Subsection:1.5, Policy Development as amended. Carried.

Next Meeting Date: Wednesday February 19, 2014 at 7:00 p.m.

Adjournment

Moved by: G. Whitbeck

That this meeting do now adjourn at 8:55 p.m.

C.J. Innes

Board Chairperson