



MINUTES - The Blue Mountains Public Library Board

MEETING DATE: Wednesday June 18, 2014

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Terri Pope

1. Call To Order

C. Innes called the meeting to order at 7:04.

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

Regrets: I. Reboh Absent: M. Martin

J. Halos arrived at 8:36

2. Approval of Agenda

Moved by: G. Whitbeck

Seconded by: L. Ardiel

To approve the consent agenda. Carried

Carried

3. Approval of Consent Agenda

Moved by: J. Salvatore

Seconded by: J. Armstrong

To approve the agenda including minutes of the May 2014 meeting, CEO's report and any correspondence. Carried

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

The Town of the Blue Mountains will send out capital working sheets in mid-July and operating at the end of July. Council will get the budget at the earliest in January 2015.

Some potential items that will affect our budget:

- a. Two air conditioning units need to be replaced. A status report is expected by August.
- b. ILS, exploring options to join either OLC or Saugeen. Potential savings of maintenance fee's.
- c. Windows – some are significantly deteriorated and need replacing immediately. A contractor has been contacted to determine costs for budgeting purposes.
- d. Painting and repair of walls – specifically in the children's area

Lighting project – staff will work with Town of the Blue Mountains staff to ensure this is completed this year.

Appliances and flooring will be scheduled to coincide with end of summer and before fall sessions begin.

Anti-spam legislation comes into effect July 1, 2014. We are compliant already.

The summer student will be hired before the end of June.

5.2 Financial Reports

T. Pope presented the financial report. G. Whitbeck requested the net position be added to the report. T. Pope will update the report for the September meeting.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To receive the Financial Reports as submitted. Carried.

5.3 Safety Report

T. Pope reviewed the report.

Moved by: L. Ardiel

Seconded by: J. Armstrong

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 recruitment sessions have been moved to the fall. The job description will be posted on our website and the Town of the Blue Mountains when the call for recruits goes out.

6.2 Strategic Plan

C. Innes reviewed the progress the Committee has made. Two community focus groups will be held on June 24 and June 26, 2014. The purpose of the meetings is to find out from the public what we are doing well, what could we do, flush out community needs and provide direct feedback to the Library Board. The committee will have a third party facilitator to host the discussions. T. Pope will prepare a small slide presentation featuring library trends.

6.3 Flooring

T. Pope presented the quotes received in response to the Informal Request for Quotations .

Moved by: G. Whitbeck

Seconded by: J. Salvatore

To the Floorcrafters bid as the successful vendor to supply and install luxury vinyl plank flooring in the library. Carried.

6.4 Showcases

T. Pope presented the mock up for the design of the doors on the showcases.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To accept the design as presented. Carried.

7.1 Working Alone Policy

T. Pope presented the revised Health, Safety & Security subsection 5.1 procedures for Security and Workplace Violence. The new procedures do not allow staff to work alone when the library is open.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To accept the revised Health, Safety & Security subsection 5.1 procedures for Security and Workplace Violence. Carried.

7.2 20th Anniversay

C. Innes reminded the Board that the library will be celebrating 20 years in 2015. The Board discussed the idea of framing some of the donated L.E. Shore architectural drawing. Library staff will determine costs for framing and the information will be brought to a future Board meeting. C. Inness requested Board members to consider being a member of the Anniversay Committee.

7.3 Air Conditioner

T. Pope informed the Board that the Library has two aging HVAC units and are experiencing some age related repairs and performance issues. An assessment of the units will be forthcoming.

7.4 Grass Maintenance

The Board discussed options for the grass surrounding the library.

Moved by: J. Halos

Seconded by: G. Whitbeck

To apply weed application. Carried.

7. New Business

7.1 Privacy Policy

T. Pope circulated the new policy prior to the meeting for review. This policy is mandatory for accreditation and it outlines the Board's responsibilities for maintaining confidentiality and privacy with respect to personal information collected about its users.

Moved by: G. Whitbeck

Seconded by: J. Salvatore

To approve the Privacy Policy. Carried.

8. Round the Table

9. Next Meeting Date: Wednesday September 17, 2014 at 7:00 p.m.

10. Adjournment

Moved by: G. Whitbeck

That this meeting do now adjourn at 9:04 p.m.

C.J. Innes,

Board Chairperson