



MINUTES - The Blue Mountains Public Library Board

MEETING DATE: Wednesday May 21, 2014

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Terri Pope

1. Call To Order

C. Innes called the meeting to order at 7:37.

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

Regrets: I. Reboh Absent: J. Halos

2. Approval of Consent Agenda

Moved by: M. Martin

Seconded by: L. Ardiel

To approve the consent agenda. Carried

Carried

3. Approval of Agenda

Moved by: M. Martin

Seconded by: L. Grigg

To approve the agenda with the addition of item 6.7 Development Charges.

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

The flooring tender has gone out and quotes are due back on June 13, 2014 with approval expected at the next Board meeting. The fence that separates the library from 177 Bruce Street has not been fixed and T. Pope is working through the contracts to sort out who is responsible for damages. One of the rooftop air conditioning units is

not functioning. A bearing needs to be replaced and the contractor will advise us on any other issues.

5.2 Financial Reports

T. Pope presented the financial report. The Board would like to receive reporting on student salaries throughout the year. T. Pope will contact the Finance Department with the request.

Moved by: L. Grigg

Seconded by: J. Salvatore

To receive the Financial Reports as submitted. Carried.

5.3 Safety Report

Many of the sliding glass doors on the display cases are chipped and or broken. One in particular is a safety risk. The doors will be replaced with hinged wood framed glass doors which will eliminate the hazard and the doors will no longer be removable. Costs will be brought to the June meeting for Board approval.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To receive the Health and Safety Report. Carried.

6. Business Carried Forward

6.1 Review of Action Log

C. Innes reviewed the Action Log. Board members who are interested in helping at this year's Parking Lot Party can sign up on a schedule that will be emailed to them.

6.2 Strategic Plan

C. Innes reviewed the progress the Committee has made on the vision statement. Board members will review the statement presented and email their selections to C. Innes before the June meeting.

The values were reviewed by the Committee and the consensus is that they are still relevant. Several ideas for a community needs assessment were discussed, such as a couple of focus groups with invited community stake holders, an online survey, a comment card at the circ desk and information conversations by staff with library users. The purpose of the assessment is to find out how the community feels about the library and to help determine future needs.

6.3 Reserves

C. Innes reviewed the current reserve balances.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To receive the Reserves report. Carried.

6.4 HR Agreement

C. Innes reviewed the draft agreement. With Board approval, the agreement will be drawn up as a letter of understanding confirming the roles and responsibilities with regards to human resources and signed by the Chair. The agreement will be forwarded to the Town for appropriate signatures.

6.5 Board Recruitment

C. Innes presented a draft document with a description of the qualifications and duties of Board members, as well as the rewards of becoming a library Board member. Any suggestions or additions can be forwarded to C. Innes.

6.6 Land Use

Moved by: G. Whitbeck

Seconded by: L. Grigg

That with regard to **The Public Libraries Act** R.S.O. 1990 16.1 4d, this Board do now move into closed session in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the Library Board. Carried.

Board moved into closed session at 8:58 pm.

Board moved into public session at 9:14 pm. Carried

6.7 Development Charges Study

The revised report was presented to the Board.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To approve the revised development charges study. 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

L. Ardiel noted the new application for using phones to accept credit cards. T. Pope will be bringing a report to the Board in June regarding the use of credit and debit at the library.

L. Ardiel mentioned that Jian Ghomeshi host of "Q" on CBC Radio spoke about a neighborhood book reading project started in Toronto and hoping it spreads across the country.

9. Next Meeting Date: Wednesday June 18, 2014 at 7:00 p.m.

10. Adjournment

Moved by: L. Grigg

That this meeting do now adjourn at 9:34 p.m.

C.J. Innes,

Board Chairperson