



MINUTES - The Blue Mountains Public Library Board

MEETING DATE: Thursday November 19, 2015

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Terri Pope

1. Call To Order

O. Vanderzon called the meeting to order at 2:10.

Present: O. Vanderzon, W. Wildman, M. Martin, M. Pepper, A. Weldon L. Brown, B. Gamble, J. Milne, T. Pope

Regrets: L. Pier

2. Approval of Agenda

Moved by: B. Gamble

Seconded by: M. Pepper

To approve the agenda. Carried

3. Approval of Consent Agenda

3.1 Minutes of the previous meeting

3.2 CEO's Report

3.3 Correspondence

Moved by: A. Weldon

Seconded by: Lloyd Brown

To approve the consent agenda including minutes of the October 23, 2015 meetings, CEO's report and correspondence. Carried

4. Presentations – none

5. Reports

5.1 CEO Updates

- HVAC – waiting for confirmation of install date.
- T. Pope will be attending the Library Day November 25 at Queens Park.
- WHIMIS 2015 (new Global Harmonized system) training to be completed by year end for all staff.
- Staff will receive three hours of sign language training at the next staff meeting.

5.2 Budget Variance Report

T. Pope presented the Budget Variance Report. T. Pope will investigate the charges for consulting and report back in December.

Moved by: M. Martin

Seconded by: L. Brown

To receive the Budget Variance Report. Carried.

5.3 Safety Report

T. Pope presented the Safety Report. Staff are reminded to evacuate the building if a gas smell is detected.

Moved by: J. Milne

Seconded by: M. Martin

To receive the Safety Report. Carried.

6. Business Carried Forward

6.1 Action Log

O. Vanderzon reviewed the Action Log.

6.2 Review of other charges

T. Pope will investigate options for various rates for room rental. B. Gamble questioned our ability to charge for loaning technology and devises. T. Pope noted that the Library Act precludes us for charging for this type of service. J. Milne indicated a shift is taking place with the types of services and products being offered through public libraries and we should be exploring new sources of funding to help offset the costs. Several options were discussed

Moved by: M. Martin

Seconded by: L. Brown

To approve the revised changes to the other charges with the exception of the room rental fees. Carried.

6.3 Technology Plan

T. Pope reviewed the 2016 plan. O. Vanderzon requested to know the age of the public computers.

Moved by: J. Milne

Seconded by: A. Wheldon

To approve the 2016 Technology Plan. Carried.

6.4 Annual Report

Due to the absence of some Board members the presentation to Council will be in January.

6.5 20th Anniversary Gala

W. Wildman suggested advertising on the radio station 102.9. She is also gathering photos to highlight events, accomplishments etc. from the last twenty years. W. Wildman will also approach local businesses for door prizes.

6.6 Security

Tabled until December meeting.

7. New Business

7.1 Draft Budget 2016

T. Pope provided the Board with a detailed review of the draft 2016-2018 operating and capital budget.

Moved by: J. Milne

Seconded by: M. Pepper

To approve the 2016-2018 Budget. Carried.

7.2 Holiday Hours

T. Pope recommended closing the weekends of the holidays to allow staff more time with families.

8. Round the Table

- W. Wildman suggested the walls in the Gallery be spot cleaned and vacuumed to keep them in good shape.
- A. Weldon provided the Board with highlights from the Trustee Council Meeting. The Board is reminded that Saturday of the Super Conference in January is dedicated to Board members. Rob Lavery would be available to do a fund raising workshop for the Board. Ideas for fundraising were discussed at the meeting. Planned giving was also mentioned. T. Pope will bring copies of our brochure to the December meeting. Lastly, Friends of the Library groups are more successful when they have a vision.

9. Next Meeting Date: Thursday December 17, 2015 @ 2:00 pm.

10. Adjournment

Moved by: L. Brown

That this meeting do now adjourn at 4:25 p.m.

Board Chairperson