



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

**MEETING DATE: Wednesday November 20, 2013**

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

**PREPARED BY: Terri Pope**

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

C. Innes called the meeting to order at 7:02.

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

J. Armstrong.

Regrets: L. Ardiel, I. Reboh

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

Moved by: G. Whitbeck

Seconded by: L. Grigg

To approve the consent agenda. Carried

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

Moved by: J. Halos

Seconded by: J. Armstrong

To approve the agenda as amended. Carried

### **4. Presentations**

No Presentations

## **5. Reports**

### **5.1 CEO Updates**

The library has received a one-time Capacity Building Grant \$1600 via SOLS. The money will be used to purchase a new digital/video camera and accessories to support our social media, website and marketing plans.

\$1500 in free lighting upgrades from Collus was completed on November 15 and there may be additional dollars next year for bulbs.

The fire route sign closest to the parking spot by the door was hit by a truck.

Ipad classes will be starting on December 4 from 3-5 in the Board room.

### **5.2 Financial Report**

In the notes section of the monthly financial report, new comments are now date stamped to improve readability and to provide continuity throughout the year.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To receive the Financial Reports as submitted.

Carried.

### **5.3 Safety Report**

No major issues to report.

Moved by: M. Martin

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 wine and cheese reception for Council has been cancelled, because of complications with the perception of a meeting taking place.

T. Pope spoke to T. Speck about the tree at 177 Bruce Street. A discussion followed regarding the use of the property. J. Halos will follow up with the Housing Authority.

## **6.2 Capital Budget 2014**

The Board agreed to include \$5000 in the library expansion project for consulting fees for the strategic plan.

T. Pope presented each capital budget sheet for the Board's review. Staff will cost out items for the gallery kitchen and get a quote for fixing the gallery floor. Staff will track requests for kitchen use over the year to determine the need for services.

The Town of the Blue Mountains finance department will not be presenting the 2014 Budget as planned due to staffing shortages. The board decided to wait and present the library budget with all the other departments in early 2014.

## **6.3 Operating Budget 2014**

C. Innes reviewed the operating budget.

T. Pope reviewed the Budget Presentation to Council with the Board. The changes will be brought forward to the December meeting for review.

## **6.4 Strategic Plan**

Deferred to the next meeting.

# **7. New Business**

## **7.1 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 those monies are set aside to assist with the costs of expanding services due to that growth. The Town of the Blue Mountains is working on a new development charges study and the library has been asked to prepare a timeline and budget for the purposes of expansion to be included in the study.

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

## **7.2 Strategic Plan Committee**

C. Innes recapped the need for a committee to work on the strategic plan. The plan needs to be completed and ready for the fall in 2014 in advance of the new

Board that will be appointed. The members of the committee are C. Innes, T. Pope, M. Martin and Linda Grigg. Another staff person will also sit on the committee.

### **7.3 Sustainability Conference**

M. Martin and C. Innes both attended this conference. Amelia Clarke, one of the speakers, gave some concrete suggestions for implementation of a sustainability plan. The library is a partner in The Blue Mountains Sustainable Path and it should be one of the documents we refer to.

### **7.4 Capital Project**

T. Pope presented a report regarding a 2013 furniture and equipment capital project. Staff had identified a need to replace the existing paper back racks because of accessibility, health and safety and efficiency issues. There is no budget impact as the library has the funds in the capital budget for 2013 that have not yet been allocated.

Staff researched the type of shelving required and determined the sole vendor for the type of rack required for this application is Nansen Group. The Board discussed the information presented.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To approve the purchase of the paperback racks from Nansen Group using the monies from the furniture and equipment capital budget for 2013.

**Next Meeting Date:** Wednesday December 18, 2013 at 7:00 p.m.

### **Adjournment**

Moved by: M. Martin

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

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C.J. Innes

**Board Chairperson**