



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

**MEETING DATE: Wednesday October 16 , 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. Ardiel, I. Reboh.

Regrets: J. Halos, L. Grigg

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

Moved by: G. Whitbeck

Seconded by: L. Ardiel

To approve the consent agenda. Carried

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

Moved by: I. Reboh

Seconded by: G. Whitbeck

To approve the agenda as amended. Carried

### **4. Presentations**

No Presentations

## **5. Reports**

### **5.1 CEO Updates**

OMERS contributions will increase by \$1715 for 2013 due to one staff member opting for a buy back option and a part time staff member joining. The pay equity and job evaluation appeal process has been completed and one library staff member participated and was successful. The new plan will be posted within the next couple of days.

The revised part time position will be posted this week due to the contract position being vacated.

Collus is offering \$1500 in free lighting upgrades to small business and this will help reduce the costs for the lighting project in 2014.

The Ontario government will be providing us with a one-time Capacity Building Grant of \$1600 for 2013. This is earmarked for the Useful project thus reducing the carry over charges in 2014.

The Town of the Blue Mountains is undergoing a new Development Charges study. Library staff will provide data for our portion.

Staff has created a feedback form to allow people to provide us with information regarding our programs, service, facility etc. We will consider providing this form on our website.

### **5.2 Financial Report**

Moved by: G. Whitbeck

Seconded by: M. Martin

To receive the Financial Reports as submitted.

Carried.

### **5.3 Safety Report**

No major issues to report.

Moved by: L. Ardiel

Seconded by: J. Salvatore

To receive the Health and Safety Report. Carried.

## **6. Business Carried Forward**

### **6.1 Review of Action Log**

C. Innes reviewed the Action Log.

T. Pope will report in December on the gaps that need filling to be ready for accreditation.

The library staff will be hosting a celebration during Ontario Public Library Week to thank our supporters and highlight our accomplishments.

T. Pope will set up a meeting with T. Speck to discuss the tree at 177 Bruce Street. A discussion followed regarding the use of the property.

The Board will set up a strategic planning committee in November to begin the process of creating the Strategic Plan for 2014-2017.

T. Pope will contact C. Giles to confirm a date for the Council Wine and Cheese in November.

### **6.2 Operating Budget 2014**

T. Pope recommended increasing the part time salaries line which puts the overall increase to the 2014 operating budget at 1.15%.

Moved by: G. Whitbeck

Seconded by: I. Reboh

That the Board accept the revised operating budget as presented.

Carried.

### **6.3 Visa**

The visa policies and regulations were presented. T. Pope informed the Board about the various types of transactions the card is used for. The library keeps a record on all transactions.

Moved by: I. Reboh

Seconded by: G. Whitbeck

To approve the Visa policy.  
Carried.

## **7. New Business**

### **7.1 Draft Capital Budget**

T. Pope provided an explanation for each capital budget sheet. The Board discussed them. The lighting project will be presented as a library project for 2014 as it is tax neutral. The flooring project for the gallery and boardroom will be amended for 2015.

Moved by: G. Whitbeck

Seconded by: I. Reboh

To accept the draft capital budget as presented.

Carried.

## **7.2 Technology Plan - 2014**

T Pope presented the plan for 2014. The Board recognized the effort E. Chandler contributed to this document and the explanations provided were extremely helpful.

Moved by: G. Whitbeck

Seconded by: M. Martin

To accept the 2014 Technology Plan.

Carried.

## **7.3 Pay Equity**

T. Pope presented the Town of the Blue Mountains Pay Equity Plan as Amended. Changes were made to the job values of job classes through the reconsideration process under the posted plan and the job evaluation maintenance process. A library staff member successfully appealed. Budget implications for 2013 and 2014 were discussed.

Moved by: J. Salvatore

Seconded by: G. Whitbeck

To accept the Pay Equity Plan as Amended.

Carried.

## **7.4 Personnel – closed session**

Moved by: L. Ardiel

Seconded by: I. Reboh

To move into closed session to discuss a personnel matter @ 8:40

Moved by: L. Ardiel

Seconded by: M. Martin

To move out of the closed session @ 8:48

### **8 Library 101 - Acquisitions**

T. Pope reported on the manner in which library material is selected and its entire life cycle.

**Next Meeting Date:** Wednesday November 20, 2013 at 7:00 p.m.

### **Adjournment**

Moved by: G. whitbeck

That this meeting do now adjourn at 9:00 p.m.

---

C.J. Innes

**Board Chairperson**