



MINUTES - The Blue Mountains Public Library Board

MEETING DATE: Wednesday September 17, 2014

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Terri Pope

1. Call To Order

C. Innes called the meeting to order at 4:52.

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

2. Approval of Agenda

Moved by: J. Halos

Seconded by: G. Whitbeck

To approve the agenda. Carried

3. Approval of Consent Agenda

Moved by: M. Martin

Seconded by: L. Grigg

To approve the consent agenda including minutes of the June 18, 2014 meeting, CEO's report and any correspondence. Carried

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

1. 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.

2. Some potential items that will affect our budget:

- Three heating and air conditioning units need to be replaced.
- Windows – some are significantly deteriorated and need replacing immediately. A contractor has been contacted to determine costs for budgeting purposes.
- Lighting project – tender has been issued by the Town of the Blue Mountains on September 10 and closes October 2, 2014. A mandatory site visit is scheduled for September 18, 2014.

3. Show case doors have all been replaced.

4. Survey responses have been good. We have had 130 online responses and 120 hard copies returned. The date for responding has been extended a few days to capture the traffic in the arena.

4. The Green Fair is this Saturday September 20 with an outdoor aerial silks performance. The theme this year is art and the environment.

5.2 Financial Reports

T. Pope presented the financial report. It was noted that fines are lower than expected and staff will be discussing it at their next meeting. L. Ardiel asked if the Parking Lot Party generated any revenue. T. Pope noted that it does but most of the money covers the cost of the event and the rest is used for other special events such as the Green Fair.

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: I. Reboh

Seconded by: M. Martin

To receive the Health and Safety Report. Carried.

6. Business Carried Forward

6.1 Review of Action Log

C. Innes noted that the items on the Action Log would be dealt with during the meeting.

6.2 Air Conditioner/Furnace

T. Pope provided an update on the status of the HVAC systems. The three remaining rooftop units need to be replaced. It is recommended by staff and consultants to have them all done at the same time to reduce costs. Options for replacement will be reviewed at the October meeting.

T. Pope explained some exterior windows need to be replaced. A plan with options will be brought to the next Board meeting.

T. Pope presented the draft operating budget. J. Halos requested a detailed account of spending in facilities. The detail will be provided at the next meeting. G. Whitbeck suggested that the notes be included with the budget.

6.3 Flooring

T. Pope noted that the new flooring and appliances in the Gallery and Kitchen have all been installed. Due to the nature of the floors and the fact that the cleaning contract is up for review staff will be investigating options for service.

6.4 Strategic Plan

C. Innes updated the Board with the work of the committee. G. Whitbeck asked for clarification regarding technical information as a strategic direction. The Board agrees with the strategic directions and committee will continue to develop the plan.

6.5 Board Orientation

An orientation event for prospective members will be held in October. C. Innes will provide some dates and times to members as soon as we get the posting date for the add from the Town Clerk.

6.6 Debit/Credit

T. Pope supplied the Board with an overview of the costs associated with offering this service for financial transactions. The financial transaction line account in the operating budget will be increased accordingly.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To approve the use of debit and credit in the library. Carried.

6.7 Personal

Moved by: G. Whitbeck

Seconded by: J. Halos

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 personal matters about an identifiable individual at 6:47pm. Carried.

Moved by: L. Ardiel

Seconded by: M.Martin

To move out of closed session at 6:54pm. Carried

7. New Business

7.1 Technology Plan

The report was tabled until the October meeting.

7.2 20th Anniversary

C. Innes let the Board know that K. Haig has written the history of the library and gave permission to use it for the Anniversary. I. Reboh will work with D. St. Jacques to plan events for 2015. The committee had one meeting and is working on having something planned for each month in 2015. I. Reboh presented many options and will provide more details in the coming months. A budget for this committee will be established.

7.3 Policy

T. Pope submitted the new Children's and Teen's Services policy as part of the accreditation process.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To approve Section 2, Programs & Services, Subsection 2.12 Children's and Teen's Services. Carried.

7.4 EBooks support letter

Ottawa Public Library sent a letter to the Board Chair and the CEO requesting support via letters to government officials and the Competition Bureau regarding restrictive practices on behalf of some publishers and e-content.

Moved by: G. Whitbeck

Seconded by: I. Reboh

To send letter of support. Carried.

7.5. Workshop hosting

The Board discussed the idea of being a host with the Town of the Blue Mountains for the Learn It, Build It, Manage It workshop sessions offered by Arts Build Ontario.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To be a community host for the Learn It, Build It, Manage It workshop. Carried.

8. Round the Table

9. Next Meeting Date: Wednesday October 15, 2014 at 7:00 p.m.

10. Adjournment

Moved by: G. Whitbeck

That this meeting do now adjourn at 6:50 p.m.

C.J. Innes,

Board Chairperson