

Minutes

The Blue Mountains Public Library Board Meeting

Meeting Date: July 20, 2017
Meeting Time: 2:30 p.m. Closed Session
3:00 p.m. Board Meeting
Location: Town Hall, Council Chambers
Prepared by: Elisa Chandler, Manager of Technical and Virtual Services

A. Call to Order

Councillor Michael Martin volunteered to be Acting Chair for the purposes of today's meeting. He called the July 20, 2017 Blue Mountains Public Library Board Meeting to order with the following members of the Board present: Councillor R.J. Gamble, Ron Gray, Willi Wildman, Roewel Guzman, Maurice Pepper, Odette Bartnicki. Chair John McKean sent his regrets.

Also present: Interim CEO Cindy Weir, Facility Manager/Building Maintenance Coordinator Aaron McMullen, and Financial Accountant Sam Dinsmore.

- **Approval of Agenda**

Moved by: R.J. Gamble Seconded by: Ron Gray

- THAT the Agenda of July 20, 2017 be approved as circulated, including the following additions: F.4 Letter from Mr. Paul Wilson, G.11 Update on the Hiring of a New CEO, Carried.

B. Closed Session (2:30 pm)

Moved by: Odette Bartnicki Seconded by: Willi Wildman

THAT, with regard to section 16.1(4) of the *Public Libraries Act*, That this Library Board do now move into closed session in order to address matters pertaining to personal matters about an identifiable individual, labour relations or employee negotiations and for the purposes of adoption of closed session minutes, Carried.

The board moved into closed session at 2:33 pm

The board rose from closed to public session at 2:59 pm

C. Meeting (3:00 pm)

- **Previous Minutes**

Moved by: R.J. Gamble Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board minutes of June 15, 2017 be approved as circulated, including any revisions to be made, Carried.

D. Deputations

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Library website and/or made available to the public upon request.

D.1 None.

E. Reports

E.1 Library CEO Report, June 2017- CEO.17.07

Cindy Weir made a verbal addition to the CEO Report. The new printers installed at the both branches allow us to offer colour printing. On a trial basis, colour prints will cost 50 cents per page. Black and white prints remain 25 cents per page.

Moved by: Roevel Guzman Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive staff report CEO.17.07 entitled "Library CEO Report, June 2017" as information, Carried.

E.2 Library and Museum Operating Budget Variance Report, Ending June 30, 2017

Maurice Pepper asked Cindy Weir to investigate the item called "Interfunctional Transfers" and why it appears to be reversed.

Moved by: Roevel Guzman Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board receive the 2017 Budget Variance Reports for the six months ending June 30, 2017 as it relates to the Library and the Museum, Carried.

E.3 Health and Safety Report, July 2017, HSR.17.07

Moved by: R.J. Gamble Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive staff report HSR.17.07 "Health and Safety Report, July 2017" as information, Carried.

E.4 Action Log, June 2017, AL.17.07

There was discussion about the Action Log and whether the Board would like to review its use. "Town Agreement" will be changed to "Library / Town Agreement."

Moved by: Ron Gray Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board approve the Action Log AL.17.07 entitled “Action Log June 2017”, Carried.

E.5 Craigleith Heritage Depot Report, June 2017, CHD.17.07

Moved by: Willi Wildman

Seconded by: R.J. Gamble

THAT The Blue Mountains Public Library Board receive staff report CHD.17.07 entitled “Curator Report, June 2017” as information, Carried.

F. Correspondence

Odette Bartnicki recommended that the CEO respond to Norma Gillespie with information about closed session meetings and why they occur. Also, that similar information be posted in an upcoming library newsletter.

F.1 Tom Strnad, Craigleith Depot - Open Letter of Support

F.2 Ann & Tim King, Support for Craigleith Museum/Information Centre/Library

F.3 Norma Gillespie, Regarding guidelines to work together in fostering better relationships and communication

F.4 Paul Wilson, Response to Strategic Planning Committee Report

Moved by: Ron Gray

Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive the correspondences listed at Agenda item F.1, F.2, F.3, and F.4 for information, Carried.

G. New and Unfinished Business

G.1 L. E. Shore Memorial Library Steel Roof Investigation, CSPW.17.060

Aaron McMullen, Facility Manager/Building Maintenance Coordinator spoke to Staff Report number CSPW.17.060 prepared for Committee of the Whole and presented on June 26, 2017 to Council. Council approved the recommendations in the report.

Moved by: R.J. Gamble

Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board receive report CSPW.17.060 entitled “L. E. Shore Memorial Library Steel Roof Investigation” for information, Carried.

G.2 Air Quality Testing at 177 Bruce Street Update, CSPW.17.075

Aaron McMullen, Facility Manager/Building Maintenance Coordinator spoke to the Staff Report number CSPW.17.075 entitled “Air Quality Testing at 177 Bruce Street Update”. Council approved the recommendations in the report.

Odette Bartnicki asked if the Library Management Asset Reserve Fund was controlled by the Town or the Library. Financial Accountant at the Town, Sam Dinsmore, replied that it is a Town-controlled reserve fund.

Moved by: Odette Bartnicki Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive report CSPW.17.075 entitled “Air Quality Testing at 177 Bruce Street Update” for information, Carried.

G.3 Strategic Plan Committee Report, SPC.17.07

Odette Bartnicki thanked members of the public and the library board who participated in the public consultations. There was discussion about how to implement the Actions, and whether each individual Action should go to the Board for approval. Odette stated that some Actions can be implemented immediately by the CEO and library staff and others may be addressed by the Board at a future meeting.

Moved by: Ron Gray Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board receive Committee Report SPC.17.07 entitled “Strategic Planning Committee Report”, Carried.

G.4 Appointment of a Member of the Library Board to the Museum Advisory Committee (verbal)

Cindy Weir explained that the Museum Advisory Committee governance documents previously approved by the Library Board indicate there are to be two members of the Board on the Committee. As there were no volunteers, Cindy offered to bring the government document back to the Board for revision.

The Board moved and seconded a strike out motion for the recommended motion. A strike out motion was not required and not included as the recommended motion was not moved nor seconded.

The Board directed the CEO to report back with the MAC governance documents at the next meeting.

G.5 Town Crier Painting at the Craigleith Heritage Depot, SR.17.07

Moved by: R. J. Gamble Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board receive staff report SR.17.07 entitled “Town Crier Painting at the Craigleith Heritage Depot” and direct Library Staff to engage

in discussions with the Public Art Committee and the Museum Advisory Committee, regarding the location of this art work and report back to the Library Board, Carried.

G.6 Library Board Member Resignation (verbal)

Moved by: Michael Martin

Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board acknowledges receipt of the resignation of Lloyd Brown from the Library Board and thanks Mr. Brown for his service, Carried.

G.7 Appointment of Library Board Vice-Chair (verbal)

Willi Wildman, seconded by Odette Bartnicki, nominated Maurice Pepper for the position of Vice-Chair. Maurice accepted the nomination.

Cindy Weir explained that rather than a one-year term, as the Board bylaws state, the term of this appointment was extended to the end of 2018 for the sake of continuity.

Moved by: Odette Bartnicki

Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board appoint Maurice Pepper as Vice-Chairperson of the Library Board for the balance of the 2014 – 2018 term, Carried.

G.8 Appointment to Library Board Memorandum of Understanding Committee (verbal)

Moved by: Roewel Guzman

Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board appoint Ron Gray to the Library Board Memorandum of Understanding Committee, Carried.

G.9 Appointment to Strategic Planning Committee (verbal)

The Board discussed waiting to appoint until the vacant board position was filled. Ron Gray volunteered to serve in the interim.

Moved by: Willi Wildman

Seconded by: Roewel Guzman

THAT The Blue Mountains Public Library Board appoint Ron Gray in an interim basis to the Library Board Strategic Planning Committee, Carried.

G.10 Round Table

Odette Bartnicki commended Interim CEO Cindy Weir for her first month on the job and congratulated library staff for a successful Canada Day Eve Party.

Ron Gray thanked all the people who attend board meetings and the consultations. He looks forward to more communication in the future.

Roewel Guzman introduced a discussion on changing the location of Library Board meetings to the L.E. Shore Memorial Library.

There was concern that the Library could not meet a future legislative requirement to live-stream board meetings held at L.E. Shore. Cindy Weir explained that the microphone system at L.E. Shore is designed for lectures and author talks and has only two channels and that live-streaming with current equipment would be a challenge.

Moved by: Roevel Guzman

Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board move board meetings to the L.E. Shore Memorial Library starting in September 2017, subject to it meeting proper technical and legislation requirements, Lost.

Moved by: Maurice Pepper

Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board move board meetings to the L.E. Shore Memorial Library starting in September 2017, Carried.

G.11 Update on the Recruitment of a New CEO

Ron Gray stated that the position opening was advertised widely and 16 applications were received. A couple of candidates from the shortlist will be chosen to meet with the Board at the end of August, when the Board will make a decision.

H. Notice of Meeting Dates / Adjournment

September 21, 2017, L.E. Shore Memorial Library at 2:00 pm

I. Adjournment

Moved by: R.J. Gamble

Seconded by: Odette Bartnicki

THAT this Library Board does now adjourn at 4:32 p.m. to meet again at the call of the Chair.