



MINUTES-The Blue Mountains Public Library Board

MEETING DATE: Wednesday September 18 , 2013

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Terri Pope

1. Call To Order

C. Innes called the meeting to order at 7:06.

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

L. Ardiel

Regrets: 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: M. Martin

Seconded by: L. Grigg

To approve the agenda as amended. Carried

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

- Discussed the possibility of closing for a half day on October 31, 2013 for staff to attend the Town of the Blue Mountains Staff Update event. The recommendation was to remain open with a skeleton staff.

5.2 Financial Report

A coding error for meeting expenses was identified in the July budget variance report and rectified in August.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To receive the Financial Reports for June, July and August, including the bank reconciliations, as submitted.

Carried.

5.3 Safety Report

No major issues to report.

Moved by: M. Martin

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.

6.2 Flooring

Moved by: J. Salvatore

Seconded by: L. Grigg

That the Board accept the quote from Floorcrafters of \$40,685.65 to replace the carpet and other flooring on the entire east side of the library with ecolay vinyl flooring.

Further that \$36,638.69, which amount includes the portion of tax not recoverable by the Town, be taken from the Asset Management Reserve Fund.

Carried.

6.3 Tree at 177 Bruce

The names of three vendors who may be able to determine the health of the tree were presented to the Board. T. Pope will contact them to do an assessment.

7. New Business

7.1 Library Assistant position (PT)

The resignation of a part time person created an opportunity to realign a position that will help fill a gap in service. T. Pope presented a revised part time job description. The primary function of this position is to provide circulation services enabling other staff to focus more time on their own responsibilities.

Moved by: G. Whitbeck

Seconded by: M. Martin

To approve the job description as presented.

Carried.

7.2 Draft Operating Budget 2014

T Pope submitted the 2014 operating budget to the Board. A discussion ensued

Moved by: J. Halos

Seconded by: G. Whitbeck

To accept the 2014 draft operating budget as presented.

Carried.

7.3 Lighting project

T. Pope provided information regarding the Energy Audit conducted by LAS IN April 2013. Out of that audit came a recommendation by A. McMullin, Environmental Initiatives Coordinator for the Town of the Blue Mountains, to create a capital project to retrofit the lighting in the library. This would solely be funded by gas tax reserves. A consultation process would be included to specifically address the Gallery lighting. J. Halos indicated it would be good to have the library present this project to show good will. The lighting project will be reviewed with the rest of the capital projects at the October meeting.

7.4 County System

T. Pope will forward a copy of the last library report and board resolution regarding this matter to the Town of the Blue Mountains CAO. The County CAO is holding an informational meeting in Owen Sound on September 25, 2013 to discuss the merits of further study. T. Pope will be attending the meeting.

7.5 Circulation Desk

T. Pope provided the Board with information regarding the reconfiguration of the circulation desk. The staff wants to improve service, create more open floor space, increase “self” service concepts and remove any barriers with the extended desk. The idea is to reduce congestion, help traffic flow better through that area and reduce wait time for simple transactions.

7.6 AAC

The AAC proposal for a “Silent Auction” in November was presented.

Moved by: G. Whitbeck

Seconded by: M. Martin

To accept the AAC proposal as presented.

7.7 Schedule

T. Pope reported that the staff schedule is still a work in progress. It is not possible to give staff two days off in a row on a regular basis without triggering extra hours. Every effort is being made to create a regular schedule that is also flexible enough to cope with unexpected staff needs.

Next Meeting Date: Wednesday October 16, 2013 at 7:00 p.m.

Adjournment

Moved by: G. Whitbeck

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

C.J. Innes

Board Chairperson