



MINUTES -	Blue Mountains Public Library Board
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MEETING DATE:	October 19th, 2011
LOCATION:	L. E. Shore Memorial Library
PREPARED BY:	Carol Cooley

1. Call to Order

C. Innes called the meeting to order at 7:10.

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

Excused:

Absent:

C. Innes introduced the guests, T. Speck and A. McMullin to the Board.

2. Approval of Consent Agenda

Moved by:	J. Halos	Seconded by:	L. Ardiel
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To accept the Consent Agenda as amended.

3. Approval of Agenda

Moved by:	L. Ardiel	Seconded by:	J. Armstrong
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To accept the Agenda

4. Presentations

T. Speck thanked the Board for the invitation to the Library. He provided background to the Sustainable Path Steering Committee and the direction they are thinking of taking.

5. Discussion Item-Library and the Sustainable Path

The Board, CAO, CEO and Environmental Initiative Coordinator discussed the role the Library is currently playing in supporting the goals of the Sustainable Path. There was general consensus that the Library has historically worked in ways that are outlined in the path. Specific areas that should continue or could be added to our efforts, keeping in mind our resources, are:

- Communication conduit-about the Library to the community but also to the community on behalf of a variety of other groups such as the agricultural community; environmental initiatives; BIA, the Town.
- As a programming agency in partnership with other groups.
- Cultural support such as the AAC/Gallery in addition to the programs.
- Technology-as a way of servicing outlying areas but also to ensure that everyone has access to technology and the internet. This also supports economic development and tourism as we service all who walk in the door.
- The Library/Town Green Fair could become a showcase for local merchants; producers; as an educational venue and this should be expanded.
- In terms of economic contributions the library should continue to work with the local BIA and Chamber of Commerce to support their efforts to build the economy.
- We should consider broader community needs when we expand our facility. For instance, areas for youth; distance education; culture etc. These are roles that modern libraries take on. Include stakeholders when planning the facility as was done when the L.E. Shore Library was built and the Gallery was included.
- Consider looking at services for off shore workers. Consider undertaking a needs assessment and include other agencies that could or do provide service to this element of the community.

6. Reports

6.1 CEO Updates

- C. Cooley has applied to be a member of the Town's Public Art Policy and has encouraged members of the AAC to apply. The appointments will be made on the 24th of October.
- C. Cooley provided the Board with an update re: snow removal.
- J. Perks and I attended a Community Garden Meeting with A. McMullin and J. Fletcher from the Town. Next steps will be to see if those who attended the forum at the Green Fair are willing to sign up for the responsibilities of a community run garden. The meeting will be held at the Library on the 15th of November. If there is an interest but another site is selected, the Library would not be involved. If the site

selected is 177 Bruce Street, the proposal would come back to the Board for your review.

- J. Perks, C. Cooley, A. McMullin and J. Fletcher also met to debrief about the Green Fair and look at planning for next year. We all agree that the Fair could be expanded and we've come up with ideas for the next three years.

6.2 Financial Report

C. Cooley reviewed the monthly report.

Moved by:	G. Whitbek	Seconded by:	L. Grigg
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To receive the Financial Reports as submitted.

6.3 Safety

No additions to the Report.

7. Business Carried Forward

7.1 Review of Action Log

C. Innes reviewed the Action Log noting items that would be dealt with later this meeting.

7.2 177 Bruce Street Follow Up

C. Cooley met with T. Speck regarding the direction given at the September Board Meeting. T. Speck asked that a letter be sent requesting that the registration be changed. C. Innes reviewed the letter to be sent from the Board to Council requesting that the 177 Bruce Street be registered in the Library's name. The letter outlined the following reasons: The Board requested that the property be purchased for the Library; the Board is permitted, under the Act to own real property; the Library paid for the land out of Development Charges; paid for the re-zoning of the land and is currently assuming costs, therefore the land should be registered in the Board's name.

7.3 Budget Process

C. Cooley reviewed the timelines provided at the Finance and Administration Committee Meeting. J. Halos will present the Library Budget to Council. C. Cooley noted that part of the process was to have the Program and Service Reviews, including the financial implications, approved. C. Cooley noted that the Board had approved this at our September Meeting and asked if the Board still agreed with the Review and Budget. Board Members agreed that this is what should be submitted. C. Cooley will work with J. Halos on the presentation and will be in attendance at the meetings. Once the presentation dates are finalized C. Cooley will email Board Members so that they can attend in support of the Library.

8. New Business

8.1 Snow Removal

C. Cooley provided a verbal report to the Board regarding snow removal from Library walkways for 2011/2012. The Parks Department formerly provided this service but they have increased work to do with the walkways at the Town and they are also clearing the Town's parking lots. The timing of the decision did not permit us to follow normal purchasing procedures. C. Cooley, with the approval of the Board's Budget Committee, single sourced the work to a Dan Rear Lawn Service. C. Cooley also noted that a proper Informal Quotation Process will be used for 2012/2013. Further, C. Cooley wanted to let the Board know that J. McCannell from the Town was quite helpful in assisting us in sorting this out. It was noted that we will be over budget on snow removal in 2011 because the Town billed us for November and December 2010 and January to March 2011 in September 2011 and adjustments could not be made to charge 2010 expenses back to 2010. We will also have to pay for November and December 2011. This will not be an issue on a go forward basis.

Moved by:	I Reboh	Seconded by:	J. Halos
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To approve the award of Snow Removal work to Dan Rear Lawn Service.

8.2 Problem Resolution –Appointment of Mediator

C. Innes provided the Board with background to the Problem Resolution Policy created by the Board in 2005. The Policy is separate from the Violence and Harassment Policy. Problem resolution provides clear guidelines on how to resolve issues between staff members or between a staff member and the CEO. As part of this Policy, if parties cannot resolve their differences, the services of a Mediator are used. It is the responsibility of every new Board to appoint a Mediator that is acceptable to staff. Staff have agreed to using C. Neathery, a Collingwood based mediator. If this is acceptable to the Board, C. Innes will contact the Mediator and advise her of our policy. In the term of the past Board the Mediator's services were not called upon.

Moved by:	M. Martin	Seconded by:	L. Grigg
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To accept the recommendation as presented.

8.3 Closed Session

Moved by:	M. Martin	Seconded by:	L. Grigg
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To move into Closed Session at 8:58

Moved by:	M. Martin	Seconded by:	L. Ardiel
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To move out of Closed Session at 9:16 p.m.

Moved by:	G. Whitbeck	Seconded by:	L. Grigg
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To accept the Report as presented with thanks to C. Cooley for her effort on behalf of the Library .

9. Round the Table

10. Next Meeting Date: Wednesday November 16th, 2011 @ 7:00 p.m.

11. Adjournment

Moved by:	G. Whitbeck
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THAT this meeting do now adjourn at 9:18 p.m.

Board Chairperson