



MINUTES -	Blue Mountains Public Library Board
------------------	--

MEETING DATE:	June 16, 2010
LOCATION:	L. E. Shore Memorial Library
PREPARED BY:	Carol Cooley

1. Call to Order

Board Chair C. Innes called the meeting to order at 7:05 p.m.

Present: M. Martin, M. Little, L. Grigg, D. Stainer

C. Innes noted that J. Salvatore would be joining the meeting later in the evening.

Excused: E. Anderson, M. Little

Absent:

C.J. Innes welcomed D. Stainer's return to the Board after his leave of absence.

2. Approval of Consent Agenda

Moved by:	C. Morrad	Seconded by:	L. Grigg
-----------	-----------	--------------	----------

To accept the Consent Agenda.

3. Approval of Agenda

Addition of Item 7.1-Policy Revision-Section 5-Security & Workplace Violence

Moved by:	D. Stainer	Seconded by:	L Grigg
-----------	------------	--------------	---------

To accept the Agenda as amended.

4. Presentations

There were no presentations.

5. Reports

5.1 CEO Updates

- C Cooley noted that we received a great deal of support from local business for the Parking Lot Party. Dykstra farms is the newest sponsor.
- C. Cooley reported that our minutes will now be forwarded to Council for information and will be part of their Council packages. The minutes are forwarded once approved. This was the practice in the past and it was an oversight that it was not continued.
- We have spent almost 100% of our provincial credit ahead of the deadline.
- MPAC will be making its database available to the public on library computers. They do not wish us to make it available via our website at this time.
- SMT's Continuous Improvement Plan for Health & Safety includes the release of new job descriptions within three months. This will have some bearing on the pay equity review.

5.2 Financial Report

C. Cooley reviewed the attachment and the change made to reporting revenues which should help clarify revenue sources for current and future Board Members.

Moved by:	D. Stainer	Seconded by:	C. Morrad
-----------	------------	--------------	-----------

To receive the financial reports.

5.3 Safety

Report was reviewed. C. Cooley provided the Board with additional information relating to work being done on policies. Later on the agenda the Board will review changes to Section 5 of the Library's policies: Security & Workplace Violence. The Town has recently passed their Joint Health & Safety Policy on Harassment. Ours has been in place since 2007. However, I will review it and compare it to the Town's policy and bring forward any necessary changes to our policy in August. Town staff, SMT, and Library Managers have all been working to ensure that our policies are in place to meet a host of legislative requirements as well as in preparation for the work well audit. D. St. Jacques has been very active in the Library in providing assistance.

In keeping with our Library Policy statement, the Library Board needs to formally accept any JH&Safety Policies passed by the Town.

Moved by:	L. Grigg	Seconded by:	D. Stainer
-----------	----------	--------------	------------

To receive the Joint Health & Safety Policies pertaining to Contractors; Working Alone; and Continuous Improvement Plan.

6. Business Carried Forward

6.1 Review of Action Log

C. Innes reviewed the Action Log. Committees will be struck to develop the Board Orientation process. L. Grigg and CJ Innes will work with C. Cooley to develop this process.

6.2 177 Bruce Street

C. Cooley updated the Library with respect to the meeting held with BVO. The proposal that is going forward to the Town is for shared use until such time as the Library is ready to use the property for expansion. The Board directed C. Cooley to pursue this arrangement with BVO and the Town. The Board felt that the arrangement would be in keeping with the direction being set by the Community Sustainability Plan.

6.3 Board Recruitment

The Board discussed how to proceed with respect to recruiting new community members to apply in the fall. The information sheet prepared by C. Cooley was discussed. It can be used by Board Members to hand out to prospective recruits as well as being placed on our website and the Town's website. It is important that potential Board Members understand that they must apply to the Town and it is Council that ultimately makes the appointments.

6.4 Sustainable Path

C. Innes reviewed the history of the Community Sustainability Plan that the Library has been participating in for the past year. The Library had signed a declaration agreeing to develop the plan and is now being asked to sign a declaration giving their commitment to implement the Plan. It was noted that the Library naturally conducts business using this collaborative model and working on this plan would reinforce our process. The Board agreed and supported the Library's commitment to the Plan.

6.5 Space Needs Grant

C. Cooley updated the Board regarding the Tender which was issued for furnishings as outlined in the Space Needs Analysis. The Town's Policies and Procedures were used in issuing and awarding the Tender. One response was received and the tender will be awarded to Carr Maclean.

An Informal Request for quotation has been issued as per the Town's policy for

work to prepare the site for the furnishings. The closing date is June 17th, 2010. It will be awarded to the lowest bidder as per policy.

All of the work described above is covered by the Infrastructure Grant.

A grant was also received from SOLS to cover the costs of rewiring the library to stabilize the network. This was a continuation of work started last year and the process of getting quotes was handled by the Town.

The phone system requires upgrading however we do not have the funds to undertake this work in 2010 and it will have to be incorporated into our future plans.

It is anticipated that the work will take place the week of August 22nd and will result in a closure of the facility.

As outlined in the Space Needs Analysis this work is being undertaken to prolong the useful life of the building by creating capacity for staff and volunteers. Any furniture that is purchased will be modular and will be moveable therefore it will be retained when the expansion does take place.

7. New Business

7.1 Policy Revision-Section 5-Security & Workplace Violence

C. Cooley reviewed the background for the policy change. The only thing being added to our existing policy are definitions of workplace violence. Our regulations pertaining to the policy remain the same. Procedures do not come to the Board for approval and they have been drafted and will be circulated to staff to be reviewed at the next Team Meeting. Their input will be integrated into the procedures. Any suggested procedures that impact budget, policy, planning or the like will be brought to the attention of the Board and approvals will be sought where necessary.

Moved by:	L. Grigg	Seconded by:	C. Morrad
-----------	----------	--------------	-----------

To accept the changes to the policy as presented.

8. Around the Table

Nothing to record.

9. Next Meeting Date: Wednesday August 16th, 2010 @ 7:00 p.m.

G. Adjournment

Moved by:	C. Morrad
-----------	-----------

THAT this meeting do now adjourn at 8:30 p.m.

Board Chairperson