



<b>MINUTES -</b>	<b>Blue Mountains Public Library Board</b>
------------------	--

<b>MEETING DATE:</b>	<b>September 21, 2011</b>
<b>LOCATION:</b>	<b>L. E. Shore Memorial Library</b>
<b>PREPARED BY:</b>	<b>Carol Cooley</b>

### 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

Excused: M. Martin, J. Salvatore

Absent:

### 2. Approval of Consent Agenda

C. Innes noted a change was required to the minutes in terms of the attendance list. C. Innes read into the minutes a thank you card from L. Hanson and a thank you letter from Relay for Life.

Moved by:	G. Whitbeck	Seconded by:	J. Halos
-----------	-------------	--------------	----------

To accept the Consent Agenda as amended.

### 3. Approval of Agenda

Moved by:	J. Halos	Seconded by:	J. Armstrong
-----------	----------	--------------	--------------

To accept the Agenda

### 4. Presentations

No Presentations

## 5. Reports

### 5.1 CEO Updates

- C. Cooley will be part of the BIA's planning Committee for OFC. Our first meeting is Friday the 23<sup>rd</sup> of September.
- Jessica's Book Nook will be sponsoring a children's author reading for Old Fashioned Christmas (OFC).
- J. Perks will be attending a Creative Communities for Youth & Children Conference in Toronto next month.
- D. St. Jacques is attending a session on programming for Seniors.
- J. Perks and A. McMullin from the Town will be investigating the interest in establishing a community garden at 177 Bruce Street next year. Their findings will be brought back to the Library Board.

### 5.2 Financial Report

C. Cooley reviewed the monthly report.

Moved by:	L. Grigg	Seconded by:	G. Whitbeck
-----------	----------	--------------	-------------

To receive the Financial Reports as submitted.

### 5.3 Safety

- C. Cooley provided some background to the Board in relation to the Violence & Harassment Policy we have in place and the need for the Board to endorse the program on an annual basis. The statement was signed and it will be posted on the Health & Safety Board.
- There were possible issues relating to the back yard at 177 Bruce Street. C. Cooley will speak to C. Watts and the neighbours to confirm whether there had been some unusual activity.
- C. Cooley updated the Board re: the need to take care of safety concerns arising out of the inspection of our ladder to the roof. The inspection was arranged by S. Hills, the Town's Health & Safety Coordinator. The cost for the library is \$1,212.25. The ladder system will be CSA approved.

Moved by:	G. Whitbeck	Seconded by:	I Reboh
-----------	-------------	--------------	---------

To receive purchase the ladder as quoted.

#### 5.4 Protocols Report

C. Innes reviewed the report which outlined additional work undertaken by the Committee over the summer. The Board had no comment or additions to the decisions made by the Committee.

Moved by:	J. Halos	Seconded by:	L. Grigg
-----------	----------	--------------	----------

To accept the Protocols as amended.

### 6. Business Carried Forward

#### 6.1 Review of Action Log

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

#### 6.2 SOLS Handbook Review

C. Cooley reviewed the section dealing with financial obligations. As noted in the handbook the Libraries Act requires specific actions from the Library Board. We meet our obligations in terms of the budget process, financial management and the audit and the appointment of a Treasurer. We partially meet our obligations in terms of Financial Policies but there is a need to create a more comprehensive set of policies than we currently have in existence. Where we are not meeting the requirements of the Libraries Act is in terms of having bank accounts in the Library's name and having written agreements for the services we receive from the Town in terms of Finance and H.R. These are items that need our attention over the course of the next year.

#### 6.3 Program and Service Review

C. Cooley reviewed the document with the Board. The format for this review was suggested by Councillor Martin and patterned after that prepared by D. Finbow, Director of Planning & Building. The Review covers core services; staffing levels, both historical and current; comparative provincial data re: salaries as a % of budget; job descriptions; 5 year statistical trend analysis; review of revenue and expenditures including historical data and a needs analysis. Some of the highlights include the fact that we have added one FTE in the past 5 years and this has allowed us to eliminate overtime; open on Monday; open longer and through the year on Sunday as well as open at consistent hours Monday to Saturday. Over the summer the Budget Committee worked to review the 2012 budget. The Bookmobile was withdrawn and other adjustments were made which brought our overall tax based budget to 5.3% increase or \$31,569.00.

The Board thanked C. Cooley for the comprehensive review and asked that a thank you be passed along to D. Finbow for the format.

Moved by:	G. Whitbeck	Seconded by:	L. Grigg
-----------	-------------	--------------	----------

To accept the Plan and approve the 2012 budget as presented.

#### 6.4 Provincial Election Advocacy

C. Innes reviewed the letter that was sent to Council as instructed in June.

### 7. New Business

#### 7.1 Provincial Funding

C. Cooley reviewed the information provided. The province has provided us with a small amount of one-time funding. It is recommended that we spend it on an early literacy workstation for children. This workstation is in use by other libraries and comes pre-loaded with educational games and activities for ages 2 to 10.

Moved by:	I Reboh	Seconded by:	L. Ardiel
-----------	---------	--------------	-----------

To expend the funds as recommended.

#### 7.2 177 Bruce Street

C. Cooley distributed and reviewed the report regarding ownership of the property. As indicated in the report 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. The Board directed C. Cooley to meet with the Town's CAO, Troy Speck to arrange to have ownership transferred to the Library.

### 8. Around the Table

**9. Next Meeting Date: Wednesday October 19th, 2011 @ 7:00 p.m.**

#### G. Adjournment

Moved by:	G. Whitbeck
-----------	-------------

THAT this meeting do now adjourn at 9:05 p.m.

---

**Board Chairperson**

