



MINUTES -	Blue Mountains Public Library Board
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MEETING DATE:	May 18th, 2011
LOCATION:	L. E. Shore Memorial Library
PREPARED BY:	Carol Cooley

1. Call to Order

C. Innes called the meeting to order at 7:03.

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

Excused:

Absent: I. Reboh

2. Approval of Consent Agenda

Moved by:	L. Grigg	Seconded by:	J. Halos
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To accept the Consent Agenda.

3. Approval of Agenda

C. Innes indicated that we would need to add 7.3 Donations

Moved by:	L. Ardiel	Seconded by:	L. Grigg
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To accept the Agenda as amended.

4. Presentations

C. Cooley introduced the Town's Capital Account, D. Chapman who was in attendance to provide the Board with an overview of Development Charges and Asset Management. D. Chapman began with an overview of Development Charges including the Act, the latest Study and specifics related to the Library. The current Study will have to be revised for 2015 to 2020. D. Chapman

indicated that the Library's Development Charges account was in the black. C. Cooley noted that cancellation of plans for a bookmobile means that funds will be directed towards an expansion. The Board will need to look at timing of that expansion and work with Council to ensure that we can agree on a date to begin the project. D. Chapman concurred and indicated that there is a limit to the amount of funding that the Town is able to borrow which impacts timing of projects.

D. Chapman then provided the Board with an overview of the development of an Asset Management Plan for the Town, including the Library. The Library has had some of that work in place through the Enerplan Document which outlines lifecycles for the building components and identifies a schedule for reserve funds to replace those components. C. Cooley indicated that the transfers to the Enerplan Reserve have been in the budget for a few years, although they were reduced this year. We have had to draw on these reserves to replace a furnace and will need to draw on them for the front walk way. D. Chapman informed the Board that they, along with Town Departments, would need to develop a plan that looked out 100 years and included more than what was in the Enerplan.

5. Reports

5.1 CEO Updates

- Work on the front walkway will start next week.
- The Cheese Gallery and Georgian Hills Vineyard were very pleased with the pairings event and would like to make this an annual event. The financial statements will show that we made a very small profit.
- Adult and children's program attendance was updated.
- Staff members have been able to access training on Overdrive and databases free through SOLS.
- I will be meeting with R. Cummings from the Town to discuss the Town's financial policies. This will assist me in drafting the Financial Policies we are required to have in place to meet the requirements of the Libraries Act.
- I will be attending the CEO's meeting in Orangeville on June 6th.
- Plans for the June 17th Parking Lot Party are coming along. Our past sponsors are returning and they include Creemore Springs, Black Angus meats and CRS. Terra Farma have asked to sponsor the event and they will be bringing their pizza oven so that children can build their own pizzas. Music will be supplied by Hewgie and the Dust Jackets. Board Members are asked to sign up to work the bar, the BBQ or ticket sales.

5.2 Financial Report

C. Cooley reviewed the report.

Moved by:	L. Grigg	Seconded by:	J. Salvatore
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To receive the Financial Reports as submitted.

5.3 Safety

- Based on an email sent from S. Hills earlier today it appears that the Town has likely passed the Safety Audit.
- D. St. Jacques will be the Management Co-Chair for the Joint Health & Safety Committee.
- D. St. Jacques will be taking Emergency Management Training. If the dates change from what is currently being proposed C. Cooley may also attend the training. Eventually we will all receive training.

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. Innes reviewed Section 5 on meetings and noted that we are following the recommendations fairly closely. She noted that the Board was not only required to appoint a Treasurer but they were also required to open an account in the Board's name. C. Cooley indicated that the next section covers finances and that we are not in compliance with the Libraries Act. A copy of this section of the handbook has been forwarded to the Town's Treasurer and over the course of the next year there will have to be some work done to ensure that we comply. This is something the Board can discuss further in June.

6.3 Budget Review

C. Cooley reviewed the documents. The current capital budget to 2014 still includes the Bookmobile. C. Cooley noted several areas that will be changing with respect to preparation for the upcoming budget. It was also noted that if the expansion is going to take place closer to 2020 than to 2014, the Board should consider the fact that maintenance should be done on the building and captured in the upcoming budget.

7. New Business

7.1 Reciprocal Borrowing

C. Cooley reviewed the report indicating that we are serving over 400 patrons from Meaford. Some of the services they are using were not available when we first agreed to reciprocal borrowing. These services include on-line ILLO; on-line reserves; downloadable e books. Use of these services by Meaford borrowers places pressures on both the collection and staff time. Holds are generally placed on new and popular materials that should be available in the Meaford library.

The Board discussed the issues as outlined and agreed with the recommendations made: (a) ILLO services would not be available to reciprocal borrowers as this service can be accessed from their home library; (b) e books would not be available to reciprocal borrowers as their supply is very limited; (c) reciprocal borrowers would not be permitted to place holds on materials but they are welcome to borrow any item that is available in the library during their visit. C. Cooley indicated that our software would allow us to withdraw access to the services for reciprocal borrowers. J. Halos pointed out that someone from another community could purchase a non-resident membership and have access to full services. C. Cooley indicated that this was correct and the Board may wish to review the fee as it might need to be increased. Currently we have individuals from Collingwood who purchase these memberships. C. Cooley noted that any changes to the Operational Bylaws relating to Reciprocal Borrowing should come into effect in September of this year to allow staff some time to inform borrowers of these changes.

Moved by:	M. Martin	Seconded by:	J. Salvatore
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To revise the Operational Bylaws relating to reciprocal borrowing as recommended.

7.2 Strategic Plan Update

C. Innes noted that the Strategic Plan required updating due to the decision made by the Board to cancel plans for Mobile Library Services. This will be done in conjunction with the budget.

7.3 Donations

C. Cooley presented information regarding a donation with a plaque. The policy was reviewed and the Board endorsed the policy that was set previously which states that no plaques will be placed in the library with the exception of book plates and acknowledgements on magazine donations.

8. Around the Table

9. Next Meeting Date: Wednesday June 15th, 2011 @ 7:00 p.m.

G. Adjournment

Moved by:	M. Martin
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THAT this meeting do now adjourn at 9:30 p.m.

Board Chairperson

