



MINUTES -	Blue Mountains Public Library Board
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MEETING DATE:	February 16, 2011
LOCATION:	L. E. Shore Memorial Library
PREPARED BY:	Carol Cooley

1. Call to Order

C. Innes called the meeting to order at 7:02.

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

Excused: J. Salvatore

Absent:

C. Innes introduced P. McGee from the Town who will be making a presentation. A representative from Free Spirit Gardens is also scheduled to attend so the presentation will be delayed until this individual arrives. The agenda will be adjusted accordingly..

2. Approval of Consent Agenda

Moved by:	L. Grigg	Seconded by:	G. Whitbeck
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To accept the Consent Agenda.

3. Approval of Agenda

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

5. Reports

5.2 Financial Report

C. Cooley reviewed the report.

Moved by:	I Reboh	Seconded by:	M. Martin
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To receive the Financial Reports as submitted.

5.1 CEO Updates

- C. Cooley provided the Board with information regarding the flat fee arrangements available at The Blue Mountain Foundation for the Arts..
- The Library is planning a Wine and Cheese pairing with local businesses. This would be held in the fall and there would be a cost recovery fee.
- C. Cooley asked the Board to pull the statistical comparison from the consent agenda so that they could review the use data over the past 5 years. As the data shows we are trending up on almost everything:
 - Program Attendance has gone up 80%
 - Memberships have increased 9%
 - In-Person visits have increased 67%
 - Electronic visits by 170%
 - Items circulated has increased by 22%

The two items that have decreased slightly are:

- Computer sessions booked by -4% but we are seeing more people in the library using the wireless network with their laptops etc.
- Size of Collection has decreased by -.04%. Our collection size will stay static until we expand or have a mobile library. There is no room for further growth except by adding Ebooks.

5.3 Safety

Report was reviewed. C. Cooley noted that a Visitor Sign In policy and procedure had been instituted by the Joint Health and Safety Committee. This was required for the upcoming audit.

4. Presentations

Kimberly Edwards from Free Spirits Community Garden arrived and Peter McGee, began the presentation. P. McGee thanked the Board for their support of the project and letter allowing them to use the Library's property at 177 Bruce Street. P. McGee provided background to the process to date. K. Edwards

4. Presentations cont'd

provided the Board with information on the structure and aims of Free Spirits Community Gardens. The need to possibly move the fence on the property to provide the neighbours with privacy was discussed. C. Cooley will accompany P. McGee if necessary to speak with the neighbours. C. Cooley indicated that a member of library staff would be appointed to sit on the Steering Committee and represent the Library with respect to the partnership. There was also discussion relating to fruit trees; types of plants; topsoil and other pertinent details. The Board thanked K. Edwards and P. McGee for their presentation and restated their support for the program.

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 Budget Update

C. Cooley provided the Board with an update relating to the Budget Meeting held on the 15th of February. The Library budget was reduced by \$10,000 that amount was taken from the Enerplan Reserve Fund Contribution. C. Cooley provided the Board with background to the Enerplan Study. This study provided a plan for a reserve to ensure that funds were available to maintain specific components of the building over the long term. M. Martin indicated that he was not in favour of that cut. Since there will not be another branch building, it is necessary to ensure that the current building is maintained. J. Halos noted that the funds hadn't been expended last year. C. Cooley indicated that we had replaced some eligible components in the past year but we secured grants to do so rather than spending the reserve funds. As well, it was not prudent to spend the reserve funds every year because some components are expensive so we needed to ensure we had the funds available to deal with the repairs when they arise. M. Martin asked why the funds were cut. C. Cooley indicated that Council was seeking funds to put Tomahawk Golf Course back into the Budget and to increase the Roads Reserve and that it wasn't clear what was being funded by the cut to the Library. J. Halos indicated that the cut was for the Roads Reserve.

C. Cooley updated the Board on the discussion that was raised at the Budget meeting regarding the Mobile Library. Council had agreed to delay making a decision on the 2012 project until such time as the Board could discuss the issue and have a follow up discussion with Council. C. Innes then distributed literature regarding item 7.7 Service Delivery Review. Board Members were asked to review the detailed analysis of options for service delivery to the Town so that they could understand why the options were chosen for Development Charges projects. In addition C. Cooley distributed an article on the new Bookmobile purchased by Strathcona County library based in Sherwood Park Alberta. Their

6.2 Budget Update cont'd

previous bookmobile was sold to them by C. Cooley when she was in charge of the Library in Fort McMurray. That bookmobile had, in total, been in use for 24 years before being replaced by County of Strathcona. . As outlined in the article the new units have accessible and environmental features. Their bookmobile services over 12 rural and urban locations a week.

C. Innes asked the Board to read the information as distributed and it would be discussed in March at which time the Board would determine whether or not they would like to pursue this with Council.

7. New Business

7.1 Exterior Sign

C. Innes provided background to the Board regarding this issue. The Board discussed and it was determined that no further action would be taken at this time. The matter would be revisited in the next strategic planning session.

7.2 April Reception

The Board discussed the reception they would like to have with Council. C. Cooley has been in touch with the Town's Clerk and a date of April 11th has been selected. The invitation will be sent to Council in the near future.

7.3 Advocacy Plan Review

C. Innes reviewed the plan with the Board and provided them with background regarding the development of the Plan. The Plan can stand for another year and will be reviewed in 2012.

7.4 Board Package Formats

C. Innes explained to the Board the format of Board Packages and how they are received. Members were asked if they wished to receive print copies of anything more than the Financial Report. It was requested that any item over 6 pages and the Agenda be provided in print at the meeting as well as electronically prior to the meeting. C. Cooley indicated that Board Members could contact her prior to the meeting if there was anything else they wished to have printed.

7.5 Trustee Council

I. Reboh reported that she has been in contact with the Council and will be attending meetings. C. Cooley will provide items for a report if needed.

7.6 Sols Handbook Review

C. Innes asked the Board for any questions related to Section 2 of the Handbook. L. Grigg noted that the Library Board was incorporated by virtue of the Act which meant that they must have legal issues and liabilities. C. Cooley indicated that these are outlined in Section 3 of the Handbook. C. Innes asked Board Members

to read Section 3 for the March meeting.

7.7 Service Delivery Review

C..Innes reminded the Board to read the documents that had been distributed and, as discussed under the Budget Update, they would discuss this further in March.

8. Around the Table

J. Halos asked if we had begun to make use of 177 Bruce Street. C. Cooley noted that a few household items have been stored as per her report and the library now has the keys. As soon as re-zoning is complete we have a number of items to be moved into the house which will ensure that our storage room is less of a safety hazard.

L. Ardiel asked about the Town's Corporate Values that were mentioned in the CEO's report. M. Martin stated that they could be found on the website and he would provide her with a copy. C. Cooley provided some background to their development as part of the LEAD program.

9. Next Meeting Date: Wednesday March 16th, 2011 @ 7:00 p.m.

G. Adjournment

Moved by:	J. Halos
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THAT this meeting do now adjourn at 9:50 p.m.

Board Chairperson