



MINUTES-The Blue Mountains Public Library Board

MEETING DATE: Wednesday September 19th , 2012

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Carol Cooley

1. Call To Order

C. Innes called the meeting to order at 7:00

Present: G. Whitbeck, J. Halos, I. Reboh, M. Martin, J. Salvatore, L. Grigg, C. Innes

Excused: L. Ardiel, J. Armstrong

Absent:

2. Approval of Consent Agenda

Moved by: L. Grigg

Seconded by: J. Halos

To accept the consent agenda

3. Approval of Agenda

Moved by: M. Martin

Seconded by: L. Grigg

To accept the agenda as approved.

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

Moved by: M. Martin

Seconded by: L. Grigg

To move into closed session for the purpose of discussing a personnel matter about an identifiable individual at 7:06 p.m.

Moved by: J. Halos

Seconded by: L. Grigg

To move out of closed session at 7:40 p.m.

C. Cooley read the following updates into the minutes:

- The donation made in memory of Mr. Dalrymple is in place in the front hallway. Once the glass is installed the puppets will be returned to their display space. The transformation of the front entry way is now complete. All of the cabinets and woodwork match and the entry presents a unified look.
- C. Cooley and E. Chandler met with the Town's IT staff to discuss IT issues. The group committed to the following outcomes:
 - Four replacement computers will be ordered soon and installed by the end of October.
 - The server cabinet and cabinet in drop box will be locked. Cathy will write guidelines that outline when the cabinet can be unlocked by the Library. This should mitigate risks and provide security for the Town's network.
 - The Library will have access to the modem and backup tapes.
 - E. Davis and E. Chandler will work on public computer configuration and have it sorted out before the end of 2012. This should improve our service to the public.
 - E. Chandler will be charged with resetting library staff passwords as required.
 - E. Chandler will be charged with contacting the Town to add and remove email addresses for library staff.

5.2 Financial Report

Moved by: G. Whitbeck

Seconded by: L. Grigg

To receive the report, including the bank reconciliation, as submitted.

5.3 Safety Report

Moved by: J. Halos

Seconded by: M. Martin

To receive the report as submitted.

5.4 The Library As Place Reports

The reports as submitted by G. Whitbeck and C. Cooley regarding the conference they attended on library building design and process were discussed. They will be filed in the Library Expansion Plans file.

Business Carried Forward

6.1 Review of Action Log

C. Innes reviewed the Action Log.

6.2 Budget 2013-2017

Moved by: L. Grigg

Seconded by: J. Salvatore

To move into closed session for the purpose of discussing a personnel matter about an identifiable individual at 8:10 p.m.

Moved by: L. Grigg

Seconded by: J. Salvatore

To move out of closed session at 8:37 p.m.

Moved by: G. Whitbeck

Seconded by: J. Salvatore

To move the position of Library Assistant, Administrative and Desk Services to the salary grid in keeping with all of the other permanent full time positions.

Councilor Halos noted that it was important to be fair and treat staff equally.

6.3 Violence and Harassment Statement

The statement was reviewed. C Cooley noted that it needed to be reviewed and signed annually. The statement was signed and will be posted on the H & Safety Board.

6.4 Donations Pamphlet

A few more changes were requested. C. Cooley will make note and the changes will be made early in the new year. The pamphlet can then be printed.

New Business

7.1 Financial Policies

The proposed policies were reviewed. The Board asked that the wording related to Reserves and Reserve funds be clarified.

Moved by: G. Whitbeck

Seconded by: I. Reboh

To approve the policy as amended.

7.2 IT Policies

C. Cooley reviewed the attachment. The recommended policies have also been reviewed with C. Bailey from the Town to ensure that they satisfy the Town's security issues.

Moved by: J. Halos

Seconded by: G. Whitbeck

To approved the policy as presented.

7.3 AAC Membership

C. Cooley reviewed the attachment containing recommendations from the Arts Advisory Council.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To approve the recommendation to appoint H. Forrest to the Council.

Moved by: L. Grigg

Seconded by: I Reboh

To revise the policy governing the AAC to include an attendance clause that matches the clause governing the Library Board.

7.4 Technology Plan

C. Cooley noted that the attached plan would be revised as noted under the budget discussion.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To approve the Plan as amended.

7.5 Reserve Accounts

C. Cooley reviewed the accounts. The L.E. Shore Foundation Land Reserve Fund now resides in the Board's bank account. This will ensure that we do not have bank charges on the account and the funds will sit in the account until they are required for the expansion of the Library. The Board discussed two of the remaining general reserves and how they anticipated these reserves would be used in the future. It was determined that they should be put towards the expansion. This will help reduce the amount of future debt required to expand the Library as outlined in the Development Charges Background Study. The funds should be rolled into the L.E. Shore Foundation Land Reserve Fund and that by doing so these funds will accrue more interest to the Reserve Fund.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To request that Council collapse the L.E. Shore Memorial Library General Reserve and the L. E. Shore memorial Library Fundraising Reserve into the L.E. Shore Land Reserve Fund which has an established purpose of being used for the future expansion of the Library.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To deposit all unspecified donations into the L.E. Shore Foundation Land Reserve Fund to be used for the future expansion of the Library.

8. Next Meeting Date: Wednesday October 17th, 2012 @ 7:00 p.m.

9. Adjournment

Moved by: J. Halos

That this meeting do now adjourn at 9:15 p.m.

Board Chairperson