



MINUTES-The Blue Mountains Public Library Board

MEETING DATE: Wednesday October 17th , 2012

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Carol Cooley

1. Call To Order

C. Innes called the meeting to order at 7:10

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

Excused:

Absent:

2. Approval of Consent Agenda

Moved by: L. Ardiel

Seconded by: G. Whitbeck

To accept the consent agenda

3. Approval of Agenda

Moved by: L. Grigg

Seconded by: M. Martin

To accept the agenda as approved.

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

No Updates

5.2 Financial Report

C. Cooley reviewed the report for the Board. Noting that the Provincial Grant had yet to be received the Library was still operating in a surplus position. J. Halos asked if the new CEO would be able to prepare the same type of report for the Board. C. Cooley indicated that instructions and information have been prepared for the new CEO on how the report is prepared and where to find the necessary information. C. Cooley also noted that the Financial Report now includes the Bank Reconciliation on our account.

Moved by: G. Whitbeck

Seconded by: M. Martin

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

5.3 Safety Report

No issues to report. A policy change will be dealt with later in the meeting.

Business Carried Forward

6.1 Review of Action Log

C. Innes reviewed the Action Log.

6.2 Budget 2013-2017

C. Cooley reviewed the attachment with the Board noting that the 2013 budget is asking for an increase of less than \$3,690 or .59%. This includes some significant increases to insurance; the 2% COLA as budgeted by the Town; increases to utilities; the absorption of costs associated with 177 Bruce Street in our budget. Potentially the budget increase noted above could be even less if 2% COLA is not awarded or there are changes to the Benefits Plan or Insurance.

C. Cooley will prepare a comprehensive report for the Board and particularly for our Council Representatives as a reference during the budget process.

C. Innes asked if the process and meeting dates had been set. C. Cooley reviewed the information she had to date. It was noted that there should be no changes to our budget by SMT unless they related to corporate items such as benefits; COLA; Insurance.

C. Innes asked how the Board would be kept informed of the Budget process if we did not have a CEO in place when it commenced. J. Halos and M. Martin indicated that they would keep the Board informed.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To approve the budget as presented.

6.3 Financial Services

Moved by: J. Salvatore

Seconded by: I. Reboh

To move into closed session at 7:30 for the purposes of discussing matters relating to Financial Services and to identifiable individuals.

To move out of closed session at 7:55 p.m.

Moved by: L. Ardiel

Seconded by: I. Reboh

New Business

7.1 Health & Safety

The proposed policy change was reviewed. C. Cooley indicated that she had discussed the change with S. Hills. The intent of the statement is to ensure that any Joint Health and Safety Policy that refers to the employer and to a disciplinary policy be interpreted, for Library personnel, to mean the Board as the employer, the CEO and the Library's disciplinary policy.

Moved by: G. Whitbeck

Seconded by: M. Martin

To approve the policy as amended.

7.2 Hiring Committee Update

Moved by: M. Martin

Seconded by: J. Halos

To move into closed session at 8:05 for the purposes of discussing matters relating to the recruitment process and to identifiable individuals.

Moved by: M. Martin

Seconded by: J. Halos

To move out of closed session at 8:35.

8. Next Meeting Date: Wednesday November 14th, 2012 @ 7:00 p.m.

9. Adjournment

Moved by: J. Halos

That this meeting do now adjourn at 8:40 p.m.

Board Chairperson