



## **MINUTES-The Blue Mountains Public Library Board**

**MEETING DATE: Wednesday February 15<sup>th</sup> , 2012**

**LOCATION: L.E. Shore Memorial Library**

**PREPARED BY: Carol Cooley**

### **1. Call To Order**

C. Innes called the meeting to order at 7:02. She opened the meeting by thanking Councilor Martin and Councilor Halos for attending as she understood this was a busy time for Council due to their budget deliberations.

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

Excused:

Absent:

### **2. Approval of Consent Agenda**

Moved by: G. Whitbeck

Seconded by: L. Grigg

To accept the consent agenda as approved.

### **3. Approval of Agenda**

Moved by: M. Martin

Seconded by: J. Salvatore

To accept the agenda as approved.

#### **4. Presentations**

No Presentations

#### **5. Reports**

##### **5.1 CEO Updates**

C. Cooley read the following updates into the minutes:

- We had an artist from Collingwood speak to staff indicating that they felt our Gallery was the best in the area. This was nice to hear and a testament to the AAC and wider arts community who had input into its design.
- The Willi Wildman show brought in over \$15,000 in sales. We receive a 20% commission. As this was a 2 month show some of that revenue was accounted for in December 2011.
- Alice Cowan's show is being very well received. Over 150 people attended the opening. To date her show has sold over \$8,000. The artist and her show were featured in the enterprise bulletin.
- D. Camplin is training as a volunteer Firefighter. He now has a pager. We have discussed the logistics of when and how to respond to a call. This will be reviewed at the March Team Meeting.
- As a follow up to my report re: Pay Equity. I spoke with T. McKenna from the Town re: some of the concerns of staff and we discussed my participation in the process which I think will address their concerns.

##### **5.2 Financial Report**

C. Cooley noted the change to the structure of the report. Books & Collection are being reported but not integrated into the main body of the report. Inquiries raised by Board Members were dealt with.

Moved by: G. Whitbeck

Seconded by: L. Grigg

To receive the report as submitted.

##### **5.3 Safety Report**

The Report was reviewed. C. Cooley noted that staff members had been undertaking some shoveling which should have been done by our contractor. An email was sent to staff asking them to refrain from shoveling snow and to contact

the contractor if required. An email was also sent to the Contractor regarding the issue and outlining the related safety concerns.

Moved by: L. Aridiel

Seconded by: I. Reboh

To receive the report as submitted.

#### **5.4 OLA Conference Report**

G. Whitbeck reported on the sessions she attended at the Conference. In particular she felt that two were quite interesting. One of the two was a session on library design from Denmark. It reflected the transformation of libraries into full centres of knowledge which encompasses so much more than books. This is something for us to keep in mind with respect to our expansion. In addition the session on Social Media. It can be a very valuable marketing tool and something we need to consider for the future, particularly for our younger patrons. However, you have to have the resources in place to pursue this. C. Cooley reported on two very worthwhile sessions that she attended as per the written reports provided to the Board.

### **6. Business Carried Forward**

#### **6.1 Review of Action Log**

C. Innes reviewed the Action Log. The Board asked that a line be added regarding community events. This would be used as information sharing.

#### **6.2 5 Year Statistical Comparison**

C. Cooley reviewed the report noting that all measures were up. Computer use has gone down slightly but that is because people are using their own devices to access wireless. However, our computers are still heavily used by those who don't own their own devices and this is important in addressing the digital divide. C. Cooley noted that electronic visits have increased significantly. As well, downloads of e-books has doubled. This has been the experience of all libraries, the doubling of use of e-books year after year. Our circulation of other materials has also increased. In-person patron visits does not include any figures for groups that use the library for non-library programs. In conclusion we continue to see increases in use.

#### **6.3 Mediator-Policy Changes**

C. Innes reported that we had met with the mediator and she had suggested some minor policy changes. These have been highlighted for the Board. Once the changes are made, the policy will be circulated.

Moved by: L. Grigg

Seconded by: G. Whitbeck

To accept the policy revisions as presented.

#### **6.4 SOLS Handbook-Section 9**

Section 9 was reviewed and discussed. It was noted that we would be reviewing policies in the next few years. C. Cooley noted that all recommended policies were in place. Many of our financial policies are in place but need to be pulled together in one section. L. Ardiel suggested the inclusion of a policy related to the name protocols. C. Cooley will determine where this would fit in the manual and draft a policy for the Board.

### **7. New Business**

#### **7.1 Marketing Plan Update**

C. Cooley reviewed the report. The intention of the report is to track our marketing activities. The Board concurred that staff was very active in marketing the Library and connecting with the community and that this was reflected in the Statistical Report.

#### **7.2 Annual Review of Advocacy Plan**

C. Innes reviewed the plan. The intention of the plan is to ensure that the Board and CEO are taking appropriate steps to communicate and build relationships with our stakeholders, particularly the Municipality. Changes to the plan were noted.

#### **7.3 Financial Agreement**

C. Cooley reviewed the report. There are several services that we receive from the Municipality that will require some type of formalized agreement. These agreements are a good business practice. They will provide future Boards, CEO's and municipal staff an understanding of our mutual obligations and ensure that business can carry on effectively regardless of changes to personnel. C. Cooley will continue to work on the Financial Services Agreement with municipal staff.

### **8. Round the Table**

### **9. Next Meeting Date: Wednesday March 21st, 2012 @ 7:05 p.m.**

### **10. Adjournment**

Moved by: Gail Whitbeck

That this meeting do now adjourn at 8:45 p.m.

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**Board Chairperson**