



MINUTES-The Blue Mountains Public Library Board

MEETING DATE: Wednesday March 20 , 2013

LOCATION: L.E. Shore Memorial Library

PREPARED BY: Terri Pope

1. Call To Order

C. Innes called the meeting to order at 7:05.

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

Regrets: L. Grigg

2. Approval of Consent Agenda

Moved by: J. Halos

Seconded by: G. Whitbeck

To approve the consent agenda. Carried

3. Approval of Agenda

Moved by: G. Whitbeck

Seconded by: J. Salvatore

To approve the agenda.as ammended. Carried

4. Presentations

No Presentations

5. Reports

5.1 CEO Updates

T. Pope reported that the website is being developed with an anticipated “go live” date of June 15, 2013. Work continues with AODA committee and the CEO will review the library’s plan. T. Pope has enrolled in the online course “Accounting for Not for Profit Managers” offered by Athabasca University. It begins in May.

5.2 Financial Report

J. Halos requested more information regarding the utilities and equipment expenses to be brought back to the April meeting.

Moved by: G. Whitbeck

Seconded by: J. Salvatore

To receive the Financial Report, including the bank reconciliation, as submitted. Carried.

5.3 Safety Report

T. Pope noted that all the fire extinguishers have been inspected.

Moved by: L. Ardiel

Seconded by: I. Reboh

To receive the Health and Safety Report. Carried.

6. Business Carried Forward

6.1 Review of Action Log

C. Innes reviewed the Action Log.

6.2 Personnel

At 7:27 pm

Moved by: J. Halos

Seconded by: G. Whitbeck

To move into closed to discuss a personnel issue concerning a recognizable individual. Carried.

At 8:09

Moved by J. Halos

Seconded by M. Martin

To move out of closed session. Carried.

6.3 Advocacy Plan

Moved by: G. Whitbeck

Seconded by: J. Halos

To accept the Advocacy Plan as reviewed for 2013.

Carried.

6.4 Premises Maintenance

The lawn and snow removal maintenance discussion is tabled until the April meeting. Board members are to forward any contact information for possible vendors to T. Pope.

6.5 Brochure

The Board discussed the option of making the contact information more generic and wondered if it would be possible to use the email address of donate@leshore.ca. T. Pope will investigate this option and report back at the April meeting. Arial font was chosen for the brochure. I. Reboh will provide new photos to staff.

Moved by: L. Ardiel

Seconded by: J. Halos

To accept the quote from Riverside Graphics to print the brochures.

Carried.

7. New Business

7.1 Investment Policy

C. Innes provided background information regarding the development of this policy, and the meeting with T. Pope and TD Canada Trust representative W. McCulloch. The Board will consider its options with the understanding that the bulk of the investments are slated to be spent by 2020 for the expansion.

T. Pope will check with R. Cummings regarding any limitations or restrictions for investing.

7.2 HR Agreement

C. Innes distributed the current arrangement with the library and the HR department of the Town that was developed by C. Cooley and T. McKenna.

8. Library 101 – Social Media

T. Pope demonstrated the current Library website. She highlighted the links to the newly created facebook and twitter accounts. The response to facebook has been extremely positive and she is hopeful the twitter account will be equally successful.

Next Meeting Date: Wednesday April 17, 2013 @ 7:00 p.m.

Adjournment

Moved by: G. Whitbeck

That this meeting do now adjourn at 9:05 p.m.

C.J. Innes

Board Chairperson