

## **AGENDA    The Blue Mountains Public Library Board Meeting**

**MEETING DATE:**        June 16, 2016  
**MEETING TIME:**        2:00 p.m.  
**LOCATION:**                Town Hall, Council Chambers  
**PREPARED BY:**        Corrina Giles, Interim Secretary

### **A.    Call to Order**

- **Approval of Agenda**

**Recommended** (Move, second)

THAT the Agenda of June 16, 2016 be approved as circulated, including any items added to the Agenda.

- **Declaration of Pecuniary Interest and general nature thereof**

- **Previous Minutes**

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board minutes of May 19, 2016 and the Special Meeting of The Blue Mountains Public Library Board minutes of May 24, 2016, be adopted as circulated, including any revisions to be made.

### **B.    Deputations / Presentations**

Under the authority of the *Municipal Act, 2001* and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Library website and or/ made available to the public upon request.

**B.1**    John Corrigan Re: Support for Library Board Sub-Committee

**B.2**    Lynn Corrigan Re: Library Support to the Arts Advisory Committee

**B.3**    Mike D'Abramo  
Re: Problems with Non-Disclosure and the Value of Strategic Planning

## **C. Reports**

**C.1 Aaron McMullen, LE Shore Memorial Library (verbal)**

**C.2 CEO Report**

**C.3 Library Budget Variance Reports**

**C.4 Health & Safety Report dated June, 2016**

**C.5 Action Log dated June, 2016**

## **D. Correspondence**

D.1 Araby Lockhart Re: Request to cancel library card

## **E. New and Unfinished Business**

E.1 Round Table

E.2 Additions to Agenda

E.3 Notice of Motion

E.3.1 At the May 19, 2016 Library Board Meeting, Library Board Member John Milne provided the following notice of motion. This motion requires a mover and seconder to be considered by the Library Board.

**Recommended** (Move, second)

THAT The Blue Mountains Library Board form a liaison committee for the purpose of maintaining an ongoing dialogue with interested members of the community to encourage and discuss ideas around the provision of Library and Museum Services in the Town of The Blue Mountains.

E.3.2 At the May 19, 2016 Library Board Meeting, Library Board Member LeJune Pier provided the following notice of motion. This motion requires a mover and seconder to be considered by the Library Board.

**Recommended** (Move, second)

THAT The Blue Mountains Library Board direct that section 4.5.2 of The Blue Mountains Public Library Board Bylaws and Handbook be revised to confirm the Library Board will not meet in the months of July and August:

4.5.2 Regular meetings are held on the third Thursday of the month from January to December, excluding the months of July and August.  
Meetings begin at 2:00 pm

**F. Notice of Meeting Dates/Adjournment**

The Blue Mountains Library Board, September 15, 2016 2:00 p.m.  
Town Hall, Council Chamber

**G. Adjournment**

**Recommended** (Move, second)

THAT this Library Board does now adjourn at (time) p.m. to meet again  
September 15, 2016 at 2:00 pm, Town Hall, Council Chamber, or at the call of  
the Chair.

**Meeting Notes**

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**VOCAL Deputation to the Library Board**  
**16 June 2016**

Good afternoon. My name is John Corrigan and I am speaking to-day as the Chair of the VOCAL Steering Committee.

The Mission Statement for this group is “to restore transparency, accountability and public confidence in the stewardship of the Blue Mountains Public Library Board for the Library”.

Accordingly, I am supporting the motion made by John Milne last month to strike a subcommittee of the Board to work with representatives of VOCAL. These will be myself and Cathy Innes.

I served on the Library Board for three three year terms from January 1998 to December 2006. During that time I was Chair of the Board for the second term and Vice-Chair for the third term. During my third term I was also Chair of the SOLS Trustee Council 3 for the Hanover District. This brought me in contact with 19 libraries and their Boards where we shared challenges and triumphs.

Cathy Innes is sharing her Board experience as a consultant to VOCAL. She was on my third Board and served as Chair for the last year of that three year term. She then continued as Chair of the next two four year Boards from January 2007 to December 2014.

Between us we bring 17 years experience in serving the community in the Town of the Blue Mountains in developing and expanding the services provided by the Blue Mountains Public Library. I believe this experience would be useful in helping the Library Board move forward in its relations with the community.

In addition to supporting the motion to strike a subcommittee, I would further ask that this subcommittee be authorized to meet over the summer and report back to the Library Board as necessary.

Thank you for your consideration of this Deputation.

**Deputation to the Library Board  
16 June 2016**

My Name is Lynn Corrigan and I am a member of the Arts Advisory Council.

The AAC has been an integral part of the Library for 20 years and many dedicated volunteers have been members of the Council over those years supporting an important aspect of the library - arts and culture.

The Arts Advisory Council is concerned that not all Library Board members, with the exception of Willie Wildman, the Board Liaison, attend our monthly art openings.

The Gallery not only creates opportunities for local artists but raises money to support the Library. This could also be said for events such as author's presentations and travelogues.

I have three questions:

1. How many Board Members were at the opening on Saturday, June 4<sup>th</sup>, 2016?
2. How many Board members were at the opening on Saturday, May 7<sup>th</sup>, 2016?
3. How many Board members were at the opening on Saturday, April 2<sup>nd</sup>, 2016?

We would like to encourage all members of the Board to support the efforts of the AAC with regard to these events for the community. It provides an informal way for Board members to meet with the community and to hear their concerns and support.

Thank you.

**Corrina Giles**

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**From:** John McKean  
**Sent:** June-08-16 11:52 AM  
**To:** Corrina Giles  
**Subject:** FW: Deputation: June 16 meeting

fyi

Mayor John McKean  
Town of The Blue Mountains  
32 Mill Street, PO Box 310  
Thornbury, Ontario  
N0H 2P0  
Tel: 519-599-3131 x. 400  
Cell: 705-443-1843  
Fax: 519-599-7723

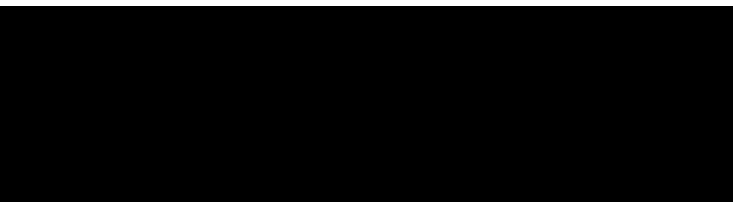
**From:** [REDACTED]  
**Sent:** June-08-16 11:48 AM  
**To:** Terri Pope <tpope@thebluemountains.ca>  
**Cc:** John McKean <jmckean@thebluemountains.ca>  
**Subject:** Deputation: June 16 meeting

To the CEO and Chair of the Library Board:

I would like to present a deputation at the June 16 Library Board meeting.

Subject: Two topics

1. **The problems with non-disclosure:** Transparency is an essential component of democracy because public trust builds with greater knowledge. The sharing of information promotes a growth environment to encourage support for the Library, the Museum and the new hires, while giving credibility to our elected officials and Board volunteers.
2. **The value of strategic planning:** As a professional and research and strategic development, I would like to present my perspective on the strategic planning process and why the process itself is as important as the outcome. With the current climate in the community and the assets available (new staff, existing land, the Museum, etc.), an open and open-minded process to building a strategy for the Library is the gateway to better Library services.



## CEO's Report

### Children's Ongoing and Upcoming

#### **After-School Kids Club**

Every Tuesday and Thursday 3:45-5pm

Drop In Program - No Cost - In the Gallery

Games, Arts & Crafts, Snack

Every week has a theme ie) paper airplanes, construction, springtime, birds, etc...

This program will run until the end of the school year (June 28th is last session)

#### **Toddler Storytime**

Every Friday from 10:45-11:30am

Drop in Program - No Cost - In the Storytower

Story, Songs, Rhymes, Puppets, Craft

#### **Homeschool Group**

Thursday May 26th 2pm-3:30pm

Drop in Program - No Cost - In the Gallery

Library Presentation and Tour and a Library Scavenger Hunt

(Homeschool Group will be coming in a monthly basis. Date and time TBD)

#### **Municipal Services and Partners Day**

Friday, June 17, 2016 at the Beaver Valley Community Centre.

Open to schools 9am-12pm. Open to the public from 12:00pm – 2:00pm.

Librarian obstacle course – Photo Booth – Library Presentation

#### **Class Storytime**

Kindergartens - Thursdays 2pm

Grade 1 - Fridays 11:45am

Staff are preparing for a summer line up to include the TD Summer Reading Program and the continuation of the Storytime at the beach.

We are hoping to partner with the Royal Astronomical Society of Canada to offer programs or workshops for children and youth during the summer months. We are also looking to partner with a local media group to offer youth training in sessions such as claymation, drones, and digital photography.

## Adults Ongoing and Upcoming

### Community Living

Fourth Friday of every Month. 10am-11:30am  
No Cost - In the Gallery  
Craft and Games

### Seniors' Month/Seniors' Storytime/Seniors' Fair

June marks the 32<sup>nd</sup> anniversary of Seniors' Month in Ontario.

### Monthly Senior Storytime at Errinrung.

Monday June 20<sup>th</sup> at 10:30am

There will also be a Senior's Fair at the BVCC on September 14<sup>th</sup>. The Library is a partner.

### Seniors Exercise (Open to all Adults)

Every Monday and Wednesday 10:30-11:30am  
\$2.00 – Drop-in – in the Gallery

### Master Gardners Presentation – Growing Vegetables

June 21 6:30-8:00 in the Gallery

We are exploring the possibility of a drop in colouring session for adults to begin this summer. We also continue to offer computer classes for seniors which remain very popular.

## Funding

- The two summer positions were posted and interviews will be conducted the Week of June 13, 2016. Anticipate having both students in place before the end of June.

## Staff

- All adult staff have successfully completed WHIMIS 2015 training. Students will complete theirs in the coming weeks.

## Collections

- A new parenting section has been created and located in the Children's Area (next to the audio books.) This is a dedicated collection of materials for caregivers, guardians, grandparents, and parents to support each stage of your child's development.
- The environmental collection has been incorporated into the general nonfiction area to make room for the new youth shelving arriving later this summer. The existing shelving is being repurposed in the Museum.

## Museum

- Staff are busy planning for a soft opening on Saturday June 18, 2016 from 10-5. All the main rooms have been painted and furniture is being arranged. Library material for the collection is being catalogued and shipped the week of June 15.
- Archival material that is housed in the library will be shifted to the Research Room in the Depot. Some items have already been relocated.



- Equipment from the digitization project will also move to the Depot in preparation for the summer student who will be working on the project.
- Staff have created a Facebook and twitter account for the Museum.
- Currently museum information is housed on the Town's website. This will be migrated to the library site and expanded.

### **Newsletter**

- The newsletter has been revised and available in both print and online. Library and museum programs, services and events are included.

Operating  
Library  
1-650

**Town of The Blue Mountains**  
**2016 Budget Variance Report**  
For the Five Months Ending May 31, 2016

	<u>May</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Budget</u>	<u>Budget Change</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
<b>EXPENSES</b>								
Salaries, Wages & Benefits	\$47,000	\$0	\$193,412	\$552,900	\$0	\$552,900	\$359,488	35%
Administrative Expenses	772	0	3,717	14,200	0	14,200	10,483	26%
Personnel, Training and Travel	304	0	2,035	7,550	0	7,550	5,515	27%
Operating Expenses	1,647	0	9,402	16,500	0	16,500	7,098	57%
Communications	284	0	2,756	8,100	0	8,100	5,344	34%
Utilities	2,327	0	12,334	22,440	0	22,440	10,106	55%
Equipment Related	62	0	5,550	15,700	0	15,700	10,150	35%
Purchased Services	83	2,754	5,831	3,850	0	3,850	(1,981)	151%
Financial Expenses	314	0	1,608	4,045	0	4,045	2,437	40%
Premises and Site	4,297	0	13,852	28,500	0	28,500	14,648	49%
<b>TOTAL EXPENSES</b>	<b>57,090</b>	<b>2,754</b>	<b>250,497</b>	<b>673,785</b>	<b>0</b>	<b>673,785</b>	<b>423,288</b>	<b>37%</b>
<b>TRANSFERS</b>								
Transfers to Capital & Reserves	3,375	0	22,812	100,095	0	100,095	77,283	23%
Interfunctional Transfers	1,573	0	10,438	16,650	0	16,650	6,212	63%
<b>TOTAL TRANSFERS</b>	<b>4,948</b>	<b>0</b>	<b>33,250</b>	<b>116,745</b>	<b>0</b>	<b>116,745</b>	<b>83,495</b>	<b>28%</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>62,038</b>	<b>2,754</b>	<b>283,747</b>	<b>790,530</b>	<b>0</b>	<b>790,530</b>	<b>506,783</b>	<b>36%</b>
<b>REVENUE</b>								
Grants & Donations	2,059	0	9,615	27,000	0	27,000	17,385	36%
Sales	442	0	2,602	7,200	0	7,200	4,598	36%
Fee and Charges	588	0	4,765	17,300	0	17,300	12,535	28%
Facilities Rental	195	0	1,655	4,500	0	4,500	2,845	37%
<b>TOTAL REVENUE</b>	<b>3,284</b>	<b>0</b>	<b>18,637</b>	<b>56,000</b>	<b>0</b>	<b>56,000</b>	<b>37,363</b>	<b>33%</b>
<b>NET POSITION</b>	<b>(58,754)</b>	<b>(2,754)</b>	<b>(265,110)</b>	<b>(734,530)</b>	<b>0</b>	<b>(734,530)</b>	<b>(469,420)</b>	<b>36%</b>

Attach. 5.3  
June 2016

Safety Report

- The linoleum in the front drop box closet is coming up. A request for maintenance to repair the flooring has been made.
- A cover is missing for the emergency lights in the outside electrical room. A replacement will be ordered.
- The fuse box panel door was left open in the electrical room. It has been closed and latched.

Attach. 6.1  
June 2016  
ACTION LOG

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>	<b>COMMENTS</b>
Museum partnership	Board/CEO	On-going	
Board Development	Board/CEO	2016	
Review of Marketing and Advocacy Plans	Board/CEO	on going	Hire consultants
HR/Financial Agreement	Board/CEO/Town Staff	On going	Board approval
Policy Review	Board/CEO	On going	Board approval
Strategic Plan Review	Board/CEO	Yearly – late fall	Board approval
Fall Fair	Board/CEO		Attend
Annual Board Review	Board	TBD	Self-evaluation
Finance 101	Finance Staff	TBD	Board review

RECEIVED

JUN - 3 2016

Dear Sirs:

TOWN OF THE BLUE MOUNTAINS

PERY

It is with ~~best~~ heart & insigh  
my library number [redacted] back to the  
Library and register with a library else-  
where.

We are a Village. The beautiful  
gift of that fabulous L F Shere Memorial  
library to the citizens of Thornbury -  
Clarksburg and surroundings became a  
focal point for us all. It has now become  
an adjunct of the Toronto Public library.

It was made the centre of our life  
because of the commitment, the patience,  
the pleasantness of the staff. I used the  
library about 3 times a week and represented  
it at Canada Reads in Wasaga Beach. (I  
was in bed with pneumonia at the time and  
a bed was made up for me in the car and I  
was driven over) I could not let the

P. T. O

library down. I come from a library family, my sister was the head of libraries in Scarborough, Ont. We have always heard that the library is here as a public service and a librarian a servant of the public. I do not have a computer and would to phone the library for information. It was always for the coming within five minutes - the full information delivered with much humor.

The present library officer got rid of all that and has never understood the role the library played in our lives. The staff was reduced and the two that remain work not on the desk but at the back (front) of the library.

No information was ever forthcoming to the users of the library. None of our queries have been answered. The library head and Board have remained totally inflexible. And all for what? The Depot being where it is has never been successful in any of its many ventures except as a train station to bring skiers to the area. It is extremely risky taking it on. To change anything, to remain adamant in the face of all, to sacrifice the progress h. h. Shore library which we pay for in taxes is lunacy.

Sincerely

Franky Lockhart

P.S. I have been in the professional theatre for over 60 years and never before have I been upstaged by a Depot.