

**Minutes of the Grey Highlands Public Library Board Meeting
Held at the Walter Harris Memorial Library
On
Wednesday, April 16, 2014 at 7:00 p.m.**

Present: Jim Harrold, Chairman, Lynn Silverton, Vice-Chairperson, Allan Coleclough, Stewart Halliday, Donna Close, David Prentice, Cynthia Stimson, Margaret Russell, Wilda Allen, CEO.

1.0 Call to order: Chairman, Jim Harrold called the meeting to order at 7:00 p.m.

2.0 Approval of Agenda

**Motion #11-14 Moved by: Lynn Silverton
Seconded by: Allan Coleclough
That the agenda be approved as amended. Carried.**
(Agenda items: 9.4 Culture Days; 9.5 Meeting times)

3.0 Declaration of pecuniary interest: None declared.

4.0 Approval of March 19, 2014 Library Board Minutes

**Motion #12-14 Moved by: Allan Coleclough
Seconded by: Lynn Silverton
That the minutes of the March 19, 2014 library board meeting be approved. Carried.**

5.0 Business Arising -

.1 Update Pay Equity- Wilda reported that she has talked to HR at the Municipal Office and a date has been requested for review.

.2 Update-CDF grant-The Library Board met with Museum Board on Tuesday, March 25th. Notes from the meeting have been distributed. The library will apply for a Trillium Grant for year II revenue. It is necessary to apply under the municipality.

**Motion #13-14 Moved by: Stewart Halliday
Seconded by: Donna Close
That the Grey Highlands Public Library Board apply for a Trillium Grant. Carried.**

.3 Update- Heat issue Flesherton Library – Wilda Allen has received a quote for work on cold air returns/heat vents to resolve heat issue in the staff workroom and office at the Flesherton Library. The cost is estimated from the original contractor is approximately \$3,000. Following discussion the it
Wilda will request two other quotes.

**Motion #14-14 Moved by: Allan Coleclough
Seconded by: Stewart Halliday
That Wilda obtain two additional quotes for the heat
issue at the Flesherton Library. Carried.**

6.0 Correspondence-

- .1 Letter from Meaford council – re: Greater Co-operation and Integration of Library Services in Grey County.
There was discussion regarding the letter from Meaford Council. Wilda will send a reply and send a copy to board members.

7.0 Financial Reports

- .1 **Monthly Financial Report** - Wilda Allen presented the financial report noting revenues and expenses are at anticipated amounts for the first quarter.

8.0 CEO Report – Wilda Allen reviewed highlights of the CEO report.

**Motion #15-14 Moved by: Cynthia Stimson
Seconded by: Margaret Russell
That the financial report and the CEO
report be accepted. Carried**

9.0 Other Business

- .1 **Personnel Policy-** the current Personnel Policy required a review. The CEO will send it out to board members, along with suggested changes, for review at the next meeting.
There was some discussion regarding staff vacation entitlement and the current variation between the municipal policy and the library policy. Originally, the library policy harmonized with the municipal policy but over the years changes to the library policy have not been adopted by the library board as it was unaware of the revisions to the municipal policy.

**Motion #16-14 Moved by: Lynn Silverton
Seconded by: Allan Coleclough
That the board recognize and grant the library staff
the vacation entitlement that they have taken to
date. Carried.**

**Motion #17-14 Moved by: David Prentice
Seconded by: Allan Coleclough
That the board request a revised vacation
entitlement schedule for the next meeting and the
principles acknowledge the current vacation**

entitlement and benefits. Carried.

- .2 Procurement Policy-** Wilda will begin work on a procurement policy and present to the board when the draft is ready.
- .3 AODA Policies-**Wilda reported that all policies must acknowledge AODA and require revision.
- .4 Culture Days** – Municipality would like the Library to meet with the museum to discuss what to do for Culture Days.
- .5 Meeting times-** Discussion

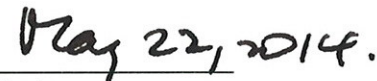
**Motion #18-14 Moved by: Lynn Silverton
Seconded by: Margaret Russell:
That the library board meetings be scheduled
for the third Wednesday of each month at 5:00 p.m.,
with the exception of July and August. Carried.**

10.0 Adjournment: The meeting was adjourned at 7:25 p.m.


Next Board Meeting: Wednesday, May, 21, 2014 at 5:00 p.m. at the Flesherton Public Library



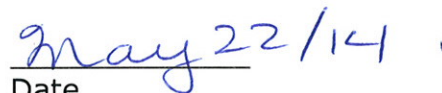
Signature Chairperson



Date



Signature CEO



Date