

**Draft Minutes of the Grey Highlands Public Library Board Meeting
Held at the Flesherton Library
On
Wednesday, February 27, 2013 at 4:30 p.m.**

Present: Stewart Halliday, Margaret Russell, Cynthia Stimson, Allan Coleclough, Donna Close, Lynn Silverton,
Jim Harrold (by skype)

Wilda Allen, CEO

Regrets: David Prentice

1.0 Call to order: Chair Harrold called the meeting to order 4:30 p.m.

2.0 Approval of Agenda

Motion # 07-13 **Moved by: Cynthia Stimson**
Seconded by: Donna Close
That the agenda be approved as amended. Carried.
(Remove Item 5.1 Update CSIF; Add Item:5.2 Update Cultural Planning Add Item 5.3 Update Library Service Contract with Chatsworth; Add Item 11.0 Move into Closed Session; Add Item 12.0 Move out of Closed Session; Add 13.0 Human Resources; Add Item 14.0 Adjournment)

3.0 Declaration of pecuniary interest- None declared

4.0 Approval of January 17, 2013, Library Board Minutes

Motion #08 -13 **Moved by: Margaret Russell**
Seconded by: Stewart Halliday
That the minutes be approved. Carried.

5.0 Business Arising

.1 Update Library Strategic Plan – Jim reported that he had a draft and the major strategic messages would be part of the presentation to Council. The board strategic planning process will convene another face to face meeting in May.

.2 Cultural Planning-CEO, Wilda Allen, Stephen Wood, Amanda Healey (Municipality) and Museum Curator, Kate Russell have been requested to form a marketing committee for the municipality (CDAC). The committee met on to discuss marketing tools and strategies for various interest groups (i.e. Developers, tourists, etc.)

.3 Library service contract with Chatsworth- Wilda reported that the Library Service Contract with Chatsworth has been signed and returned.

Cynthia requested additional information from Stephen regarding Virtual Branch report: the library website and security back-ups and the server.

Wilda also informed the Board that the Municipality is not applying for a grant for summer students for recreation programs for children, however it will be a partner with “Kids ‘n Us” who will be running day camps for kids. Kids ‘n Us will also co-ordinate programming with the Grey Highlands Public Library. The municipality will provide “in-kind” support and services (use of buildings, space.). The Library is coordinating with other local groups to try to make sure that our programs and other are not run at the same time so that everyone can participate in all programs if desired.

Motion #11 -13 Moved by: Lynn Silverton
Seconded by: Margaret Russell
That the CEO reports be received. Carried.

10.0 Other Business:

- .1 Set Non-Resident Fee:** The fees will remain the same at \$60 per person with a family rate of \$ 125.

Motion # 12-13 Moved by: Margaret Russell
Seconded by: Cynthia Stimson
That the non-resident fees continue at the current rates. Carried.

- .2 Set regular Library Board Meetings for 2013.** After some discussion it was agreed that Library meetings in the winter will be held in the afternoon in the winter months and in the evenings for the balance of the year.

Wilda will prepare the list of dates and they will be approved at the next meeting.

- .3 Approval of Draft Health and Safety Policy:** the policies were reviewed and inquiries will be made as to the status of volunteers under the policy, and all volunteers will be made aware of the Health and Safety requirements.
Linda Caswell is the Library representative on this committee and is doing a great job. Are volunteers covered by the Municipal insurance? Do we have lock down areas in all our Libraries? Wilda will follow up on these questions.

Motion #13-13 Moved by: Stewart Halliday
Seconded by: Allan Coleclough
That the Health and Safety Policies be approved. Carried.

- .5 Review Civility in the Workplace Policy to address Bill 168**
After review of the policies the Board agreed that the name would be amended to “Policy to prevent Violence and Harassment and promote Civility in the Workplace”

11.0 The Board went into a closed session.

**Moved by: Margaret Russell
Seconded by: Stewart Halliday
That the board move into closed session.**

12.0 The Board came out of the closed session.

**Moved by: Allan Coleclough
Seconded by: Cynthia Stimson
That the board come out of closed session.**

13.0 Human Resources

Motion #14- 13

**Moved by: Allan Coleclough
Seconded by: Margaret Russell
That the Board will: 1. Conduct a pay equity review of all staff
2. Approach the municipality regarding developing a Memorandum of Understanding (MOU) between the library and municipality to clarify that library staff are Board employees and will be administered as by municipal policies. Further the MOU will clarify the service arrangements between the library and municipality for matters such as payroll and other human resource and finance functions.
3. The Board will request as part of its 2013 budget presentation to Council that \$20,000 be provided for by the municipality over the normal operating budget amounts for possible costs that may result from a pay equity process. 4. The board states this matter is a priority and the process should move along quickly and should be completed by April 30, 2013
Carried.**

The Chair and CEO will follow up on these matters and keep the Board advised.

The board set a provisional date of March 13th, 2013 at 6:30 p.m. to review the progress of the pay equity.

14.0 Adjournment: The meeting was adjourned at 7:45 p.m. Carried.

Signature Chairperson

Date

Signature CEO

Date