

**Minutes of the Grey Highlands Public Library Board Meeting
Held at the Flesherton Public Library
On
Wednesday, January 18, 2012 at 7:00 p.m.**

Present: Jim Harrold, Chairman (via phone), Lynn Silverton, Vice Chairperson, Stewart Halliday, Margaret Russell, David Prentice, Jim Kekanovich, Cynthia Stimson, Wilda Allen, CEO.

Regrets: David Prentice

Guests: Tim Nicolls-Harrison & Roger Hannon

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

2.0 Approval of Agenda

Motion #01-12 Moved by: Margaret Russell,
Seconded by: Jim Kekanovich
That the agenda be approved as amended. Carried.
(add 10.4 Request for use of Millennium Room; 10.5 Appoint rep to SOLS trustee Council)

3.0 Declaration of pecuniary interest- None

4.0 Approval of Library Board Minutes

.1 Approval of November 16, 2011 Library Board Minutes

Motion #02-12 Moved by: Lynn Silverton
Seconded by: Jim Kekanovich
That the minutes of the November 16, 2012 Library Board Meeting be approved. Carried.

5.0 Business Arising

.1 Request to Council to appoint two Board members

The Municipality has agreed to include the Library Board request for two new trustees within their ad for members of various boards.

.2 West Grey contract – the contract has been signed but we have not received it to date. The Municipality has received it.

.3 Update-donor tree engraving

CEO, Wilda Allen reported that the engraving is approx. \$5. Per leaf on the donor tree.

6.0 Correspondence: none.

7.0 Financial Report:

.1 Monthly Financial Report

**Motion #03 -12 Moved by: Jim Kekanovich
Seconded by Cynthia Stimson
That the Board receive the financial statement for December,
2011. Carried.**

Wilda presented her report on the Flesherton Library New Building project. The final application and report has been submitted and we await the final grant payment.

.2 2011 Year end Adjustments - motion

.3 2012 Budget – draft motion to approve COLA

The draft budget was reviewed. The budget reflects an increase in staff salaries and wages due to a proposed COLA of 2.1% The CEO was requested to make adjustments so that the request for municipal funding is within a 3% increase for 2012.

**Motion #04-12 Moved by: Margaret Russell
Seconded by: Jim Kekanovich**

**That the Board support the COLA staff increases of
2.1% for all the Grey Highlands Library staff for 2012.
Carried.**

8.0 Property and Planning

.1 Flesherton Library Project Update.

(a) Financial report New Library Project/BCF grant

-Wilda reported that a report will be available once the final submissions have been processed.

(b) Update re: Fundraising for new library – now at \$99,000. When final grant report is received we will know if we should close the fundraising for the project.

Mike Paterson from Alan Hastings Co. was at the Library today to start work on the cladding around the outside furnace ducts.

The heating in Wilda's office is almost non-existent due to the cold air return being in the office and workroom ceiling. The architect and engineer are looking at the problem.

There have been at least 300 new patrons signed up since the new Library opened.

9.0 CEO Report – Wilda reviewed her report as attached.

Added to the report was the problem ice on the parking lot, where someone took a fall

last Friday. Wilda will talk to the municipal road employee in charge of the parking lot and ask him to sand the parking lot directly in front of the curb. On Feb. 8th the Friends of the Walter Harris Memorial Library are going to recognize Beth's Kennedy for 25 years of service as a library employee.

The Board will look at a policy for acknowledging people long term employment.

Motion: #-05-12 Moved by: Margaret Russell
Seconded by: Cynthia Stimson
That the CEO report be accepted. Carried.

10.0 Other Business:

- .1 Literacy Program update- Changes Adult Learning Centre-Tim Nicols-Harrison**
Tim presented information to the Board members present. Local lifetime learning and a part of that is a real challenge dealing with local needs and what the Ministry is demanding. This has always been an ongoing challenge. In 1982 a summer reading was held and it was discovered that there was some reading/literacy problems. In 1986 there was a Grey Bruce Literary effort. Local programming was developed in the area. In 1993 the Flesherton Library got involved. In 199? Funding from the government changed and there was an amalgamation of services. The Owen Sound site managed other smaller sites including Flesherton Terry Armstrong was the manager at the time, followed by Joan Osborne up until 2011. In 2009 stimulus funding was received and this added additional staff and a one time wage increase. Service for the Flesherton area has always been subsidized and is costly, a grant is received for \$10. Per hour but the actual costs is over \$20. The partnership with the Flesherton Library was worth over \$15,000. In use of office space, computers and internet and other services. \$225,000 was removed from their budget more recently so they did not have the core funding to continue their service. Several people including Joan Osborne, lost their jobs. Programs ran from April to April, and three months notice was given to staff that there was no new funding. Merged programs benefited at the beginning, they have stable funding for the next three years. They will not have funding after that point, how do they provide the services? The new "Gateway Program" will continue to support the diverse needs of the Community, this will require a completely new structure. Not only helping people to read, but teaching other life skills required for living and working day to day. Priority Access to Learning (PAL). Dedicated line with someone on the other end to accept the request. Series of Workshops to help people obtain their individual educational goals. March 1st is the target date for the new programming. They are working with 50% of their original staff. There was some discussion on the presentation. There was some debate on whether or not the community needs are being met and how they can be made to meet the requirements of the community. Currently there are seven people being serviced per week at the Markdale Library, and these clients are in addition to the regular duties of Roger.

What is the mandate of the Literacy Group? Their targeted group has to be met as well as assisting some people that do not meet the targeted group but need life skills assistance. Jim Harrold thanked Tim and Roger for coming down and presenting this information. The Board will have to take this presentation under consideration to consider the next steps.

- .2 **Library Service Contract: Chatsworth** – Wilda will prepare the Chatsworth Library Service contract based on the same formula as previous years.
- .3 **Staff Salary/Job Description review** – there was a general discussion on the process to be taken to establish job descriptions and then add those job descriptions to the employee grid.
The Library Board may create their own grid.
- .4 **Use of Millennium Room**-Michael Copeman wants to use the Millennium Room as his production office for a short film that he is producing.

Motion #06-12 **Moved by: Lynn Silverton**
Seconded by: Margaret Russell:
That the Library Board support the Michael Copeman Project by allowing use of the Millennium Room for his production office and make the space available with understanding that that payment will come from the Municipality (Economic Dev.). Carried.

.5 Appoint representative to SOLS Trustee Council

Motion #07-13 **Moved by: Lynn Silverton**
Seconded by: Jim Kekanovich:
That Margaret Russell be nominated as a representative of the Board to attend the Trustee Council meetings. Carried.

Wilda will call the CAO at the Owen Sound Library regarding the current Literacy program and how it is working.

11.0 Adjournment: The meeting was adjourned at 9: 35 p.m.

Next meeting- February (3rd Wednesday of the month)

Signature Chairperson

Date

Signature CEO

Date