

Minutes of the Grey Highlands Public Library Board Meeting
Held at the Flesherton Public Library
On
Wednesday, November 21, 2012 at 7:00 p.m.

Present: Jim Harrold, Chairperson, Stewart Halliday, Margaret Russell, Cynthia Stimson, David Prentice, Allan Coleclough, Donna Close, Lynn Silverton, Wilda Allen, CEO, Linda Caswell, Library Assistant.

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

2.0 Approval of Agenda

Motion #36-12 **Moved by: Allan Coleclough**
 Seconded by: David Prentice
 That the agenda be approved. Carried.

3.0 Declaration of pecuniary interest- None

4.0 Approval of October 17, 2012 Board Minutes

Motion #37-12 **Moved by: Stewart Halliday**
 Seconded by: Allan Coleclough
 That the minutes be approved. Carried.

5.0 Business Arising

.1. **Update- Library bank account** – Chairman, Jim Harrold and CEO Wilda Allen provided an update on the set-up of a separate bank account for the Library. The account will be opened at the T.D. Bank in Markdale. All revenues including the municipal contribution must pass through the new account and will then transfer into the Municipal account on a regular basis, and then into the Libraries account within the Municipalities books. The new account is a Ministry requirement.

.2 **Update CSIF** – Wilda Allen reported that the CSIF project completion date was November 15th, 2012 and that the deadline for the final report is December 15, 2012. Jim Harrold spoke on the opportunity to extend the employment of Virtual Branch librarian until March 2013 as the South Grey Museum has contracted the Library to assist with some of the project activities under their Creative Prosperity Funds Grant. The Virtual Branch Librarian will be completing these tasks as an employee of the library.

There was some discussion on Virtual Branch Librarian’s employment after March 2013. This will be part of the Strategic Planning talks and 2013 budget development including the possibility of providing service to other municipal departments of the Municipality thus sharing in the employment costs for that position.

Motion #38-2013 Moved by: Lynn Silverton
Seconded by: Allan Coleclough:
That the CEO research and present information that is required to fully fund the position of Virtual Branch Librarian.
Carried.

Wilda informed the Board about the upcoming E- Branch seminars and spoke on the content of the seminars.

- .3 **Update –Library strategic plan** – Jim spoke to the timing of the Library Strategic plan and 2013 Budget presentation. The Municipal Strategic Plan process update will be the end of this Month, with a draft report consultation in January and finalized shortly thereafter. Our budget needs require the Board to have a two pronged process. First review of finances, update from Staff i.e. statics and usage etc., look at long term trends on usage; then subsequent meeting re: where are we going in general, broad discussion, strategic statement to come out of that meeting. Directions from the December 5th preliminary meeting will allow us to deal with the budget for 2013 but public will still have opportunity to provide input at public meetings in the Spring 2013 after the Municipality is finished with their Strategic Plan.

Motion #39-2012: Moved by: Lynn Silverton
Seconded by: Allan Coleclough: that the Board have a meeting on December 5th at 1 p.m. re: preliminary strategic planning and other matters to be determined. Carried.

Jim and Wilda will prepare information for the strategic plan meeting.

A social evening will take place on December 19th for staff and volunteers.

- .4 **Appointment of new board member** – There is one vacant position on the Library Board. It was agreed that the Board would continue to gather names before submitting a recommendation to Council.

6.0 Correspondence

- .1 **Request from Grey County Artists to hang art in Flesherton Millennium Room**
There was discussion on the role of the Library with respect to requests for display of artist's work, possible competition to local art galleries, and management issues.

Motion #40- 2012 Moved by: Lynn Silverton
Seconded by: David Prentice
That we approve the request from Grey County Artists to display art in Millennium room for two months with a review after that period of time. Carried.

Motion #41-2013 Moved by: Lynn Silverton
Seconded by: David Prentice
That we charge \$75. for monthly rental of the “art” area in the Millennium room. Carried.

7.0 Financial Report

.1 Monthly Financial Report- Wilda Allen presented the monthly financial statement.

Motion #42-12 Moved by : Cynthia Stimson
Seconded by: Margaret Russell.
That the financial report be received. Carried.

Motion #43-12 Moved by: Lynn Silverton
Seconded by: Stewart Halliday
That we transfer additional CSIF grant funds to the operating account to cover total wages of the virtual branch librarian project position and that that the funds of \$300.00 donated by each of the three “Friends of the Library” Groups be applied to the cost of the CSIF project for this purpose and that at year end, any surplus be transferred back into the library reserve fund. Carried.

The Board has requested that the 2011 audited financial statement be presented to the Board by the Auditors, possibly on December 5th before the Strategic Planning Meeting. Wilda will contact the Treasurer and arrange the meeting.

8. Property and Planning

1. Jim Harrold asked for clarification regarding responsibility re: property maintenance as to the use of the picnic tables that were on the Flesherton Library property during the summer months and have now been removed. And who is responsible for maintenance i.e. picking up garbage left on the property. Wilda reported that the Library is responsible for the maintenance. Perhaps the High School should be approached to deter the students from leaving garbage around.
- .2 Linda Caswell, Library Staff Health and Safety representative reported on her Health and Safety Committee procedures and the implementation of the Tony Dean report under Bill #160. Linda noted that extra staff time required to meet the requirements. Discussion- Stewart Halliday and Lynn Silverton will take the information back to council in regards to who is the person responsible for the Health and Safety requirements for the Municipality.

Wilda presented the Municipal Health and Safety policy and the Library has to do one of their own.

There was also discussion on the Fire Safety plan that must be posted at each library

branch. Staff will ensure that the information is posted and report back to the Board at the next meeting.

9.0 CEO Report

Wilda Allen presented the CEO report.

**Motion # 44-12 Moved by: Lynn Silverton
Seconded by: David Prentice
That the CEO report be received. Carried.**

10.0 Other Business:

.1 Draft policy for hanging art in library branches

**Motion: #45-2012 Moved by: David Prentice
Seconded by : Lynn Silverton
That the Policy to hang art be approved and reviewed after 2
months. Carried.**

.2 Draft policy for Digital sign use

**Motion #46-2012 Moved by: Cynthia Stimson
Seconded by: Lynn Silverton
That the Digital sign policy be approved as presented. Carried.**

.3 Report- Trustee Council Meeting – Margaret Russell reported on recent Trustee Council meeting.

11.0 Adjournment: The meeting was adjourned at 9:15 p.m. on a motion by David Prentice. Carried.

Next meeting – Wednesday, January 16, 2013

Staff and Volunteer Christmas evening December 19th at 7 p.m.

Signature Chairperson

Date

Signature CEO

Date