

**Minutes of the Grey Highlands Public Library Board Meeting  
Held at the Flesherton Public Library On  
Wednesday, September 21, 2016 at 7:00 p.m.**

**Present:** Allan Coleclough, Chairman; Peggy Harris; Kevin Land; Aakash Desai; Brian Henderson; Janet Carson, Wilda Allen, CEO;

**Regrets:** Donna Close

**1.0 Call to order:** Chairman Allan Coleclough called the meeting to order at 7:00 p.m.

**2.0 Approval of Agenda:**  
**Motion #33-16 Moved by: Brian Henderson**  
**Seconded: Peggy Harris**  
**That the agenda be approved. Carried.**

**3.0 Declaration of pecuniary interest:** None.

**4.0 Approval of Minutes June 15, 2016 Library Board Meeting**  
**Motion #34-16 Moved by: Aakash Desai**  
**Seconded: Brian Henderson**  
**That the minutes be approved. Carried.**

**5.0 Business Arising:**

**.1 Update: CDF grant**

Wilda Allen reported that the final report for the CDF project had been submitted.

**.2 Update Trillium Grant**

Wilda reported that the Trillium project end date is February 2017. Project activities are ongoing. Plans are underway for video training in the fall.

**.3 CEO performance review**

Chairman, Allan Coleclough reported that he had met with Wilda and reviewed her report. Review is still in progress as CEO goals will be determined by goals set out in the updated Strategic Plan.

**6.0 Correspondence:**

**.1 Letter from Gayle Larmond re: Cultural Channel**

**.2 Letter to West Grey re: Library Service Contract renewal.**

**7.0 Financial Report:**

**.1 Monthly Financial Reports**

Wilda presented the financial report.

**Motion #35-16 Moved by: Aakash Desai  
Seconded: Brian Henderson  
That the Financial Report be approved.  
Carried.**

## **8.0 CEO Report**

1. Monthly CEO report: CEO, Wilda Allen presented the CEO report that was previously distributed.

**Motion #36-16 Moved by: Aakash Desai  
Seconded: Peggy Harris.  
That the CEO Report be accepted.  
Carried.**

## **9.0 Other Business:**

- .1 **Policy review-** Policy to prevent Violence and Harassment and Promote Civility in the Workplace in response to Bill 168. (30-2010). Wilda presented the policy with changes to reflect Bill 132. Wilda also recommended that the policy be renamed: **Policy to prevent Violence, Harassment and Discrimination in the Workplace.**

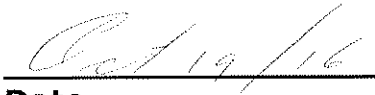
**Motion #37-16 Moved by: Aakash Desai  
Seconded by: Janet Carson  
That the amendments to policy 30-2010  
be approved. Carried.**


- .2 **Planning- Strategic Plan**  
Chairman Allan Coleclough noted that the current Strategic Plan covers the period from 2013-2016 and therefore requires a review. Wilda will contact former Board Chairman, Jim Harrold and see if he might be interested in assisting the board with review/renewal of the strategic plan.
- .3 **Orientation/Governance Training-**Board members discussed next steps for orientation and training. Wilda suggested that board members can register and access excellent information at the Learn HQ website. Chairman Coleclough suggested that board members read through the Ontario Public Libraries Act for review and discussion at the October Board Meeting.
- .4 **Canada 150-**Wilda reported that the Library CEO, Museum Curator, CAO, Administrative Assistant to the CAO, and Councillor Silverton and Councillor Desai have been appointed to

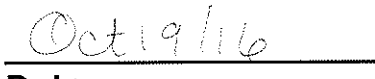
the Canada 150 Committee which is a committee of Council. Wilda provided a brief report (notes from Canada 150 roundtables held on August 3, 2016 and August 23, 2016 previously distributed)

**10.0 Adjournment:** Allan adjourned the meeting at 8:45 p.m.

  
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**Signature, Chairperson**

  
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**Date**

  
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**Signature, CEO**

  
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**Date**