

**Minutes of the Grey Highlands Public Library Board Meeting
Held at the Walter Harris Memorial Library
On
Wednesday, September 18, 2019 at 7:00 p.m.**

Present: Vice Chair – Kevin Land, Gillian Griffin, Janet Carson, Lynn Silverton, Aakash Desai, Stewart Halliday

Regrets: Catherine Carmichael, Danielle Valiquette

Staff: CEO Wilda Allen, Library Assistant Becky Hill, Debbie Yip, Human Resources Manager, Municipality of Grey Highlands.

1.0 Call to order: Vice-Chair, Kevin Land called the meeting to order at 6:37 p.m.

2.0 Approval Of the Agenda:

Motion #34-19

Moved By: Aakash Desai

Seconded By: Gillian Griffin

**That the agenda be approved, as amended.
Carried.**

3.0 Declaration of pecuniary or conflict of interest: None.

4.0 Policy Review: Presentation of Municipal Employee Handbook – Debbie Yip, Human Resource Manager.

Debbie Yip provided an overview of the revised Municipal Employee Handbook and answered questions. Vice-Chair Kevin Land thanked Debbie for the presentation. Wilda will make the required changes to the policy Library so that it aligns with the Municipal policy as much as possible but is also compliant with the Public Library Act.

5.0 Approval of June 19, 2019 Library Board Meeting Minutes

Motion #35-19

Moved By: Lynn Silverton

Seconded by: Aakash Desai

That the minutes of the June 19, 2019 Library Board meeting be approved. Carried.

6.0 Business Arising

6.1 Update Trillium Grow Grant – Wilda reported that she had submitted the final report for the Trillium Grow Grant and received confirmation that the Ontario Trillium Foundation Grant no. GW98723file was closed. The report also included an Evaluation report prepared by Jim Harrold. Discussion of the Evaluation Report was deferred to the October meeting at which time Jim Harrold will attend the meeting and give a presentation.

Motion #36-19

Moved By: Lynn Silverton

Seconded By: Stewart Halliday

**That the Evaluation Report be included on the October agenda and presented at that time.
Carried.**

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6.2 **Update SOLS Cuts – see report.** Staff will continue to monitor time/costs.

7.0 Correspondence

1. Letter of resignation from Brian Henderson (previously distributed)
**Motion #37-19 Moved by: Lynn Silverton
Seconded by: Stewart Halliday
That the board accept Board Chair resignation
Carried.**
2. Email notification from Ontario Trillium Foundation-(previously distributed) see 6.1
3. Letter from FOPL

8.0 Financial Report

8.1 **Monthly Statement-** Wilda Allen presented monthly financial statement.

8.2 **2020 Budget-** There was discussion re: draft budget and budget assumptions. It was noted that the library is near Grey Highlands Secondary school, however, the open hours are not convenient to students as it is often closed when they are on their lunch breaks. Wilda will estimate the cost to open the library in the mornings and budget impact.

**Motion #38-19 Moved by: Lynn Silverton
Seconded by: Aakash Desai
That the financial report be received.
Carried.**

9.0 **CEO Report:** Wilda presented the CEO report.

Board needs to appoint a trustee counsel representative over next four years.

**Motion #39-19 Moved by: Janet Carson
Seconded by: Aakash Desai
That Kevin Land be appointed as the trustee
representative on the SOLS Trustee Council,
with Lynn Silverton as alternate. Carried.**

There was discussion regarding Cultural Newsletter subscribers. Suggestion that staff place Cultural Newsletter sign-up forms at circulation desks to increase subscribers.

**Motion #40-19 Moved by: Stewart Halliday
Seconded by: Aakash Desai
That the CEO Report be received. Carried**

10.0 Other Business

1. **Election of Chair, Vice-Chair-** With the resignation of Chair, Brian Henderson, the CEO requested the board elect a new Chair.
 - a) Chair of the Board: Nominations were opened. Aakash Desai nominated

Kevin Land as Chair– Kevin accepted. There were no further nominations. Nominations were closed. Kevin Land was declared Chair of the Board.

Vice-Chair position formerly held by Kevin Land was deemed vacant.

b) Vice-Chair- Aakash Desai nominated Lynn Silvertan as Vice-Chair – Lynn Silvertan accepted. There were no further nominations. Nominations were closed. Lynn Silvertan was declared Vice-Chair of the Board.

11.0 Adjournment:

The Chairman adjourned the meeting at 9:16 p.m.

Next Board Meeting: Wednesday, October 16, 2019 6:30 p.m. at the Flesherston Public Library

Lynn Silvertan
Signature, Chairperson

Jan 10/20
Date

Jilda Allen
Signature, CEO

Nov. 21/19
Date

