

**Minutes of the Grey Highlands Public Library Board Meeting
Held at the Flesherton Public Library
On
Wednesday, June 17, 2019 at 7:00 p.m.**

Present: Chair Brian Henderson, Janet Carson, Lynn Silverton, Stewart Halliday, Gillian Griffin, Kevin Land

Regrets: Catherine Carmichael, Danielle Valiquette, Deputy Mayor Aakash Desai

Staff: CEO, Wilda Allen, Michelle Campbell, Library Assistant-Children and Youth Services.

1.0 Call to order: Chair, Brian Henderson called the meeting to order at 7:05 p.m.

2.0 Approval Of the Agenda:

Motion #25-19

**Moved By: Lynn Silverton
Seconded By: Janet Carson
That the agenda be approved, as amended.
Carried.**

3.0 Declaration of pecuniary or conflict of interest: None.

4.0 Approval of May, 15, 2019 Library Board Meeting Minutes

Motion #26-19

**Moved By: Stewart Halliday
Seconded by: Janet Carson
That the minutes of the May 15, 2019 Library
Board meeting be approved. Carried.**

5.0 Business Arising

5.1 Update Trillium Grow Grant – Wilda Allen provided a report on the Trillium Grow Grant (see CEO and Video Production Coordinator reports) and noted that the final report must be submitted by July 30th. Following review and acceptance of the Final Report, the Trillium Foundation will forward the final grant instalment.

5.2 Update SOLS Cuts- Board members discussed the ILLO report previously distributed by the CEO. Wilda recommended that ILLO service be resumed, however noted that it would be closely monitored with respect to extra and administrative costs and materials.

Motion #27-19

**Moved by: Stewart Halliday,
Seconded by: Kevin Land
That staff reinstitute Interlibrary Loan Service
effective July 1st and that a \$5 fine per item be
charged to patrons for titles not picked up.
Carried.**

- 5.3 **Municipal Pay Grid-** There was general discussion regarding the municipal pay grid and placement of positions on the grid.

Motion #28-19

Moved by: Stewart Halliday

Seconded by: Kevin Land

That the HR Manager provide the job evaluation factor details and 12 comparators that determined how CEO was placed on band 10. Carried.

- 5.4 **Job Descriptions-**The CEO reported that the current employees that were classified as Casual–Relief had been reclassified as permanent part-time as they were consistently on the regular schedule and working a minimum number of hours weekly.

- 5.5 **In Camera**

Motion #29-19

Moved by: Lynn Silverton

Seconded by: Janet Carson

That the board move into closed session for a matter regarding an identifiable individual or individuals, with CEO. Carried.

Motion #30-19

Moved by: Janet Carson

Seconded by: Kevin Land

That the board move from closed session. Carried.

6.0 **Correspondence**

7.0 **Financial Report**

- 7.1 **Monthly Statement-** Wilda Allen presented monthly financial statement.
7.2 **Update 2019 Approved Budget-**

Motion #31-19

Moved by: Stewart Halliday

Seconded by: Lynn Silverton

That the financial report be received.

- 8.0 **CEO Report–** Wilda presented the CEO report. Michelle Campbell, Library Assistant for Children and Youth Services was present to provide information on Summer Programming for Kids.

Motion #32-19

Moved By: Lynn Silverton

Seconded By: Kevin Land

The CEO report by received. Carried.

9.0 **Other Business**

1. **Notification of Absence-** The CEO advised the board (at the request of Catherine Carmichael), and as per the Public Libraries Act , Section 13, that a motion would be required authorizing board member, Catherine Carmichael to remain on the Library Board as she had been absent from meetings of the board for three consecutive months.

Motion #33-19

Moved by: Stewart Halliday

Seconded by: Kevin Land

That Catherine Carmichael continue to serve on the Grey Highlands Public Library Board.

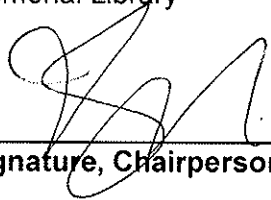
Carried.

2. Lynn Silverton reported that the Farmer's Market were donating \$300 to the Grey Highlands Public Library with \$250 being allocated to Flesherton Branch (use of public washrooms on Saturdays) and \$50 to the Walter Harris Branch for storage of files in the basement.

10.0 Adjournment:

The Chairman adjourned the meeting at 8:52 p.m.

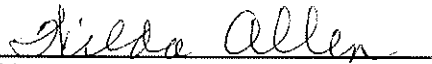
Next Board Meeting: Wednesday, September 18, 2019 6:30 p.m. at the Walter Harris Memorial Library



Signature, Chairperson

10/3/19

Date



Signature, CEO

10/3/19

Date