

**Minutes of the Grey Highlands Public Library Board Meeting
Held at the Flesherton Library
On
Wednesday, April 17, 2013 at 7:00 p.m.**

Present: Jim Harrold, Stewart Halliday, Margaret Russell, David Prentice, Allan Coleclough, Donna Close, Lynn Silverton, Wilda Allen, CEO

Regrets: Cynthia Stimson

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

2.0 Approval of Agenda

Motion # 15-13 **Moved by: Lynn Silverton**
Seconded by: David Prentice
That the agenda be approved. Carried.

3.0 Declaration of pecuniary interest- None declared

4.0 Approval of February 17, 2013, Library Board Minutes

Motion #16 -13 **Moved by: Margaret Russell**
Seconded by: Allan Coleclough
That the minutes be approved. Carried.

5.0 Business Arising

.1 Update – Questions re: Health and Safety Policy (volunteers)

Discussion: The Ontario Health and Safety Act covers paid employees, but the Library recognizes the importance of the safety of our volunteers. The policy will include a section that covers the health and safety of volunteers.

Motion 17- 13 **Moved by: Lynn Silverton,**
Seconded by: Stewart Halliday:
That the Health and Safety Policy include the appropriate orientation and health and safety training of volunteers Carried.

.2 Update – questions – Policy to address Violence and Harassment in the Workplace (lock down)

The policy review was discussed as to “lock down” and other policies and procedures (local schools)s will be looked at before going further with this proposal.

.3 MOU – Municipality and Library Board

Chair Jim Harrold has met with Dan Best, Municipal CAO, regarding the process to accomplish the Pay Equity process that has to be taken. The Municipality has a staff

committee that handles the pay equity process.
Jim has drafted a Memorandum of Understanding for the Library and the Municipality, using a template from the SOLS.
This MOU will be reviewed at the May Board meeting and once approved, then submitted to the Municipality for approval.
The target date of the end of April for the Board to complete the Pay Equity will not be met.
Board members will review the proposed MOU and the document will be brought to the May meeting.
Since the pay equity will be retroactive to January 1, 2013 we will make sure that it is done correctly.
The MOU will have to be approved by a by-law of the Municipality.

Wilda indicated that there may be some legal requirements under the pay equity act if the current pay equity plan is changed.

.4 Budget Presentation/Powerpoint presentation to Council – report: Jim reviewed the process that he took to deliver his portion of the budget.

6.0 Correspondence

- .1 A thank you note from Beth Kennedy on the passing of her husband.
- .2 The Library has received a bequest from Dr. Jock Robinson’s estate.

7.0 Financial Report –the report was reviewed and received

.1 Monthly Financial Report

Motion #18 – 2013 **Moved by: Lynn Silverton**
 seconded by David Prentice
 That the financial report be received. Carried.

.2 2013 Budget - update

Discussion on amendments to be made to the Budgeted figures due to the reduction of the budget support by the Council. The budget for the Virtual Branch will be adjusted.

Suggestions for the reduction included: e librarian wages; cancellation of the Collingwood contract; what would be required on a monthly basis on a reasonable level to maintain the E Library service; Discussion. At present Jonathan is working with Linda Weatherall focusing the on maintenance of the E Library.

Wilda hopes to hire another E Librarian but due to budget constraints that person would work on reduced hours.

Wilda will present the numbers of patrons using the Collingwood Library contract at the next meeting.

Wilda spoke to the useage of the E Library and E book programs, the use is increasing and Library Staff is receiving additional training on that service.

Motion #19-13 **Moved by: Lynn Silverton**
Seconded by: Alan Coleclough
That the budget be approved as amended. Carried.

8.0 CEO Reports

- a) **Monthly report**-Wilda reviewed items from the March break programs and thanked Michelle Campbell, Children's Librarian for her hard work. The Children's program at the Kinplex was well attended.
She also reviewed information on her April CEO report.
- b) **Annual Report**
The Annual CEO Report for 2012 was presented and reviewed.
The total Material Use included in the report was 75,905.
There was some discussion on the magazines that are available at the Library.

Motion # 20 -13 **Moved by: Lynn Silverton**
Seconded by: Stewart Halliday
That the CEO reports be received. Carried.

9.0 Other Business:

.1 Computer use/training-policy for non-member/resident

With the cancellation of the CAP program, the CAP grant is no longer available. Possibly charge non residence users for using the computers and training.

Due to the reduction in revenue the Board is considering charges for computer use.

The suggestion is for Computer use hardware and software applications \$2. Per hour,
Public computer Use – Internet e mail \$2. Per hour, WIFI \$1. Per hour.

Motion # 21-13 **Moved by: Stewart Halliday**
Seconded by: David Prentice
Moved to approve the suggested Computer fees as presented.
Carried.

.2 Cultural plan update

The plan was presented for review.

Wilda reported on her attendance at other Cultural meetings

.3 Strategic plan – set date for meeting

The date set for this meeting is May 8th at 1 p.m. at the Flesherton Library.

10.0 Adjournment: The meeting was adjourned at 9:15 p.m. Carried.

The next regular meeting will be May 15th, 2013.

Signature Chairperson

Date

Signature CEO

Date