# Minutes of the Grey Highlands Public Library Board Meeting Held at the Kimberley Branch Library

On

Wednesday, July 17, 2013 at 7:00 p.m.

Present:

Jim Harrold, Chairman, Lynn Silverton, Vice- Chairman, Stewart Halliday, Margaret Russell, David Prentice, Donna Close, Cynthia

Stimson, Wilda Allen, CEO.

Regrets:

Allan Coleclough

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

2.0 Approval of Agenda

Motion # 27-13

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 May 15, 2013 Library Board Minutes

Motion #28 -13

Moved by:

Stewart Halliday

Seconded by:

**Donna Close** 

That the minutes be approved. Carried.

- 5.0 Business Arising
- .1 Update: Lockdown Procedure Wilda presented a draft procedure for lockdown to be included in the "Policy to Prevent Violence and Harassment and promote Civility in the Workplace.

During the discussion on the procedure it was noted that the local schools had not responded with any assistance in the drafting of the procedures. Wilda noted that since it was the end of the school year, the timing was not ideal and will contact the administration/principals again.

Motion #29-14

Moved by:

Stewart Halliday

Seconded by:

Lynn Silverton

That the Board approve the "Policy to Prevent

Violence and Harassment and promote Civility in the Workplace" as amended with lockdown procedures. Carried.

- .2 Update on MOU between Municipality and Library Board -Jim will meet with the Municipal CAO in the near future.
- Report re: statistics for use of Collingwood Library by Grey Highlands residents: Wilda reported that 70 individuals (51 households) in from Grey Highlands used the Collingwood Public Library in 2012.

### .4 Update-Virtual Branch Librarian

Twenty applications have been received and a shortlist of candidates has been determined. The CEO is organizing interviews.

### 6.0 Correspondence

- A letter was received from the Flesherton Beautification Committee offering to donate and plant two Linden trees on the Flesherton Branch property. The Board is pleased to receive the donation and staff will determine the best locations for planting and then mark them.
- .2 The Ministry of Culture has announced, and issued Capacity Building grants that will be shared amongst all Ontario Libraries. The amount for the Grey Highlands Public Library is \$1,652.

## 7.0 Financial Reports

.1 Monthly Financial Report

Wilda presented the monthly financial report.

Motion #29–13 Moved by: Cynthia Stimson

Seconded by: David Prentice

That the financial report be received. Carried.

# 8.0 CEO Report

.1 Monthly report: Wilda presented the monthly CEO report.

Added to the report- the grant application to Canada Council for a series of Author readings has been approved. One of the authors has cancelled and Wilda will arrange for another author.

Motion # 30 -13 Moved by: Margaret Russell

Seconded by: Lynn Silverton

That the CEO reports be received. Carried.

#### 9.0 Strategic Planning

.1 Draft Strategic Plan: was reviewed.

#### .2 Strategic Plan – next steps

A public meeting for the Strategic Plan will be held at the Markdale Library branch- tentative date October 5<sup>th</sup>

#### 10.0 Other Business

- .1 Cultural Development Fund Grant: Wilda Allen presented information on a new grant to be applied for to investigate new governance models that encourage collaboration with other organizations to help develop stronger boards and improve governance. The museum will be approached as a partner. There was also discussion on the possibility of partnering with other groups. Deadline Sept. 6, 2013.
- .2 Meeting with Museum –Jim Harrold met with the CAO and Chairman of the museum board.
- .3 Where is the "free stuff" from OLA- the free book bags have not arrived from OLA. Wilda will follow up.
- .4 Pay Equity update: Jim Harrold reported that the process ongoing.
- **11.0 Adjournment**: The meeting was adjourned at 8:30 p.m.

**Next regular board meeting**: September 18, 2013 at the Walter Harris Memorial Library Branch

Signature Chairperson

Sept. 18/13

Date

Sept. 18/13

Date

Sept. 18/13

Date