

Present: Tim Dyck, Don Marshall, Bonnie MacIntyre, Dyan Jones, Denise Edwards, Malcolm Beddoe, Gerri Grant

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s)

Regrets:

### **Call to Order**

Meeting called to order at 1:30pm by Chair, Tim Dyck.

### **Agenda**

Moved by: Denise Edwards

Seconded by: Gerri Grant

**That the agenda of the meeting December 14<sup>th</sup>, 2015 be approved as amended.  
Carried**

### **Declaration of Interest**

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

### **Minutes**

Moved by: Malcolm Beddoe

Seconded by: Denise Edwards

**That the amended minutes of November 16th, 2015 be adopted.  
Carried**

### **Business arising from Minutes**

Nothing new to report

### **Librarian's and Statistical reports**

The CEO, Kim Priestman referred to the Chief Librarian/CEO, and Child & Youth Librarian reports and statistical information included with the minutes.

**The reports be received for information.  
Carried**

### **Accounts Payable**

Moved by: Bonnie MacIntyre  
Seconded by: Gerri Grant

**That the invoices, as presented on the Council/Board Report dated December 4, 2015 in the amount of \$8,909.59 (A/P Voucher #09 November 2015 invoices) be paid.  
Carried**

### **Correspondence**

Letters were mailed to the Elmwood patrons who had been using the Hanover Library, letting them know the free membership would be ending at the end of December 2015.

An email from Shirley Young was sent to Tim Dyck December 9, 2015. Shirley asked when the temporary Elmwood library would be set up, and she mentioned she had spoken to Bruce County, and they gave their ok. She also mentioned she has volunteers that could assist. Tim responded to Shirley that at this time we don't have an exact date yet, as we are waiting for details to be sorted between the Municipality and the church.

### **Strategic Plan**

The Strategic plan was presented by Tim, the board commented:

Love the format & colours

Add a logo to the back page

Add a statement near the end "You are always welcome"

Flip the logo

### **Personnel Committee** (Gerri and Dyan)

Met with Kim to discuss staff training and job description review

### **Policy Committee** (Denise and Malcolm)

Nothing new to report

### **Facility Committee** (Malcolm, Don, Gerri, Dyan)

Mandate:

In accordance with the Strategic Plan the Facilities Committee will conduct bi-annual inspections of all library facilities to determine their suitability from which to operate public programmes and services

Assess the structures by investigating the following, including but not limited to: roof, windows, rugs, water, sewage/plumbing, heating air conditioning, accessibility, parking, lighting, ventilation, safety, fixtures, and ergonomic status

Make appropriate recommendations to the board

The committee presented the Facilities report, dated December 2015, after reviewing Neustadt, Ayton and Durham (included with minutes).

In January & February we will produce a detailed 10 year capital spreadsheet. Once completed it will be given to Council in order to assist with building repairs etc.

**Now therefore be it resolved that, the Board of the West Grey Library does now go into a closed session at 3pm to discuss matters related to a proposed or pending acquisitions or disposition of land by the municipality or local board.**

**Carried**

**Beddoe-MacIntyre, Be it resolved that, the Board of the West Grey Library hereby returns to Open Session at 4pm.**

**Carried**

**(Board Chair Tim Dyck confirmed that only the closed session items were discussed "In Camera".)**

Moved by: Malcolm Beddoe

Seconded by: Bonnie MacIntyre

Carried

### **Board Members' Advocacy**

Nothing new to report

### **Other Business and Federation News**

Tim Dyck and Kim Storz attended the budget meeting with Council on December 14<sup>th</sup> and discussed the proposed budget.

2016 Board meetings will be held on the 3<sup>rd</sup> Wednesday of the month at 5:30pm.

**Motion to approve the Circulation policy as circulated.**

Moved by: Malcolm Beddoe

Seconded by: Denise Edwards

Quotes were received from Wightman for security systems in each branch. The board will review and discuss in January.



## West Grey Public Library Board Minutes

December 14th, 2015

West Grey Public Library – Durham Branch

Kim reminded the board the January meeting is election time for the Chair and Vice Chair positions.

**Motion to amend the previous motion dated Dec 4, 2015 in regards to Elmwood that we incorporate by friendly amendment the changes requested by Council in resolution number 403-15.**

Moved by: Malcolm Beddoe

Seconded by: Bonnie MacIntyre

Kim spoke to the Fire Chief in regards to Ayton's secondary exit, all that is required is a door that can exit outside, and the area will have to be clear of snow.

### **Next Meeting**

The next regular meeting of the West Grey Public Library Board will be held on Wednesday, January 20<sup>th</sup>, 2016 at 5:30pm at the West Grey Public Library – Durham Branch.

### **Adjournment**

4:15 pm.

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Chair Tim Dyck

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Date