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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** May 16, 2024  
**Meeting Time:** 1:00 p.m.  
**Location:** Library Boardroom  
Posted to [YouTube](#)  
**Prepared By:** Jennifer Murley, CEO/Secretary of the Board

**In Attendance:** Laurey Gillies (Chair)      Julia Scott (Vice Chair)  
~~Joanne de Visser~~      Shawn McKinlay  
Marie Swift      Carol Sackville-Duyvelshoff  
Kristina Wichman

**Absent:** N/A  
**Regrets:** Joanne de Visser  
**Staff:** Jennifer Murley, CEO  
~~Franz Greenfield, Administrative Assistant~~

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### A. Call to Order

The Board meeting was called to order by the Chair at 1:02 p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

### B. Agenda

#### B.1 Approval of the Agenda

The Chair noted that a closed session would be added to the agenda in accordance with section 6.1 (4) of the Public Libraries Act, to address matters pertaining to personal matters about identifiable individuals. Member Marie Swift noted that she would need to leave by 4:30 pm.

#### **BMPL-Resolution 2024-033**

Moved by Carol Sackville-Duyvelshoff and seconded by Julia Scott, THAT the Agenda of May 16, 2024, be approved as amended. CARRIED.

#### B.2 Declaration of Pecuniary Interest and General Nature Thereof

None were declared.

### C. Reports to be “Received as Information”

All reports to be received as information were received with additional discussion occurring as the items arose within the agenda.

#### **BMPL-Resolution 2024-034**

Moved by Kristina Wichman and seconded by Shawn McKinlay, THAT this Board receive as information:

1. *ADM.24.13* entitled “Draft Action Plan 2024.”

2. [ADM.24.14](#) entitled “Year 2: System Policy Review.”
3. [ADM.24.15](#) entitled “H&S and AODA Annual Policy Review.”
4. [ADM.24.16](#) entitled “New Policies.”
5. [ADM.24.17](#) entitled “By-Laws & Governance Policy Review.”
6. [ADM.24.18](#) entitled “CEO Service Update-May”. CARRIED.

## D. Minutes

### D.1 Previous Minutes

*A few minor edits were requested.*

#### **BMPL-Resolution 2024-035**

Moved by Kristina Wichman and seconded by Shawn McKinlay, THAT this Board approve the Board minutes of April 18, 2024, as amended. CARRIED.

### D.2 Business Arising from the Minutes

Business arising from the minutes had been embedded in the meeting’s agenda.

## E. Communications with the Board

The deadline for registration was Monday, May 13 at 2:00 p.m. No members of the public were present in the Zoom meeting and Facebook live was not working. A recording will be posted to YouTube.

### E.1 Deputations

None.

### E.2 Public Input on the Agenda

No members of the public were present.

### E.3 Correspondence

None.

## F. Strategic Plan Updates & Action Items

### F.1 Action Planning

#### 1. **Report:** [ADM.24.13](#) entitled “Draft Action Plan 2024”

CEO Murley noted, with apologies, that the incorrect version of the Plan was included in the agenda package. The most recent version of the Plan was adjusted in real time and finalized. Minor adjustments were made to the measures of various objectives.

*\*The Staff Internet went down at about 2:07 p.m. It was discovered at roughly 2:09 p.m. The discussion stopped after this was discovered. This disruption caused roughly a 2 minute a gap in the recording of the meeting. During this time, no decisions were made.*

There were questions about Action Plan OE 2.3 re: signage and security cameras. The CEO mentioned that the Library’s Code of Conduct will be posted but is currently sitting with the Management Team. Surveillance cameras have not been installed, but funding

for the exterior of the Depot was secured at the previous meeting when the Board approved the reserve transfer for the Town’s Accessibility Feasibility Report.

**BMPL-Resolution 2024-036**

Moved by Shawn McKinlay and seconded by Kristina Wichman, THAT this Board approve the 2024 Action Plan as amended. CARRIED.

**F.2 Strategic Plan Pillar: Community Hubs**

1. **Verbal Report:** CEO Update on the 2024 Arts & Crafts Walk  
CEO Murley noted that event planning was well underway and that there has been increased collaboration between the Library and Municipality. The Arts & Crafts Walk will take place on Saturday, July 6 from 10-4 pm. She also noted that there was a slight name change this year to be more inclusive of other forms of artwork.

Staff are soliciting Board and Council involvement and will need volunteers to assist the public in navigating the route. The Manager of Community Engagement is planning a one-day training session for volunteers a week or two before the event. Promotion has begun, but increased advertising will begin closer to the event.

2. **Verbal Report:** CEO Update on the Blue Mountains Cultural Map  
The Cultural Map has launched, community consultation as begun, and Council has invited the Library to present on the project. Museum Curator, Alessia Farris, will lead the presentation in June. Staff have requested June 11 and are waiting for confirmation. The CEO will notify the Board once that has been received.
3. **Verbal Report:** CEO Update on the Multi-Use Recreation Feasibility Study  
Colliers was awarded the contract for this project. The kickoff meeting was held, and the CEO met 1-on-1 with the consultants to discuss the Library’s space needs and role in providing recreation services in the Town of The Blue Mountains. Engagement ideas were shared, in addition to an appetite for Board involvement.

The Chair inquired about how the Board would be involved. CEO Murley explained that while the engagement plan is not finalized, it could be through a focus group, in addition to the Consultants providing updates in the same way that Council would be notified. The project is to be completed by the end of the year due to changes in Development Charges legislation.

The CEO also addressed questions surrounding the complexity of ‘shared library services’ and highlighted that there are very different needs for library services in each community and that the project’s purpose is not to come back with one solution for recreation and library services in both communities.

**F.3 Strategic Plan Pillar: Organizational Excellence**

1. **Report:** ADM.24.14 entitled “Year 2 System Policy Review”

The Chair suggested that for this section of the meeting, the CEO highlight any major revisions or recommended changes to the policy, and then the Board proceed

with its feedback.

CEO Murley mentioned that revisions included the addition of ‘definition’ sections to provide further clarity to each policy. Referencing other library policy, in addition to relevant Town of The Blue Mountains policies were part of the review process. Relevant managers were also consulted.

Member Carol Sackville-Duyvelshoff sought clarity regarding policy labels. The Chair clarified that each policy includes the original approval date (when it was first created and approved by the Board) and when amendments were made. If a policy was reviewed, and no changes were made, the date is not recorded as an amendment but rather “reviewed on”. The Chair also reminded the Board that the policy review cycle is included in the Board’s Multi-Year Agenda policy. This is referenced before each meeting.

*Access to Information and Protection of Privacy:* A definition section was added, in addition to reference to Canada Anti-Spam legislation. Member Kristina Wichman expressed concerns for how the Library would be implementing procedures to prevent cyber security attacks similar to Toronto Public Library’s recent experience. CEO Murley highlighted that there is a specific position at the Town for Internet Security, that Library staff work closely with the Town’s IT team to ensure protections are in place, that information is shared with IT about cyber incidents at other libraries for prevention and awareness, and that Library staff implement their own measures and training to prevent data breaches. The relationship between the Library and Town IT is further defined in the MOU. Staff are trained on MFIPPA, we have limited the amount of personal information that we’re collecting as a safeguard. BMPL is in the process of installing new public computers and new software, and IT will be providing more support moving forward.

Vice-Chair Julia Scott questioned why there was no specification for how long BMPL retains video footage. CEO Murley mentioned that once cameras are installed, a separate policy will address this, and it will be recommended to keep footage for short periods of time as it would only be referenced should an incident occur.

*Fundraising:* Reference to the Museum Advisory Committee (MAC) was removed from the policies as it no longer exists. TBM will be used as the acronym is addressed in the beginning of the policy.

*Special Occasion Alcohol Use:* Insurance section was brought to the TBM’s Manager of Purchasing and Risk Management for review/recommendations. The TBM is in the process of updating its policy as well, and it was recommended that the Board add that the certificate of insurance be issued from an accredited insurance company that is licensed to conduct business in Ontario, that the Special Occasion Permit list the facility renter as the policy holder, that the Board change the Party Alcohol Liability from \$2,000,000 to \$5,000,000, and that the BMPL reserve the right to request higher insurance should the event be deemed as higher risk.

*Intellectual Freedom:* Vice-Chair Julia Scott asked if this policy would be referenced should there be challenges to programming, etc. Member Marie Swift highlighted that it would also cover collections and censorship. CEO Murley indicated that there are multiple policies in place that must be referenced when choosing to include or not include an item in the collection. All challenged titles should be reported to the Canadian Federation of Library Associations for statistical purposes.

*Finance:* Policy was reviewed with no amendments.

Some phrasing and grammatical changes were made to several policies.

### **BMPL-Resolution 2024-037**

Moved by Carol Sackville-Duyvelshoff and seconded by Marie Swift, THAT this Board approve the Systems policies as amended:

- POL-SYS.2018.21: Access to Information and Protection of Privacy
- POL-SYS.2018.22: Code of Ethics: Board, Committees & Advisory Councils
- POL-SYS.2018.50: The Library and Political Elections
- POL-SYS.2018.52 Fundraising
- POL-SYS.2018.53: Planning
- POL-SYS.2018.54: Special Occasion Alcohol Use
- POL-SYS.2018.55: Values Statement
- POL-SYS.2018.88: Indigenous Acknowledgement
- POL-SYS.2018.89: Intellectual Freedom
- POL-SYS.2022.02: Mission – Mandates
- POL-SYS.2023.02: IDEA. CARRIED.

2. **Report:** ADM.24.15 entitled “Annual H&S and AODA Policy Review”

There was confusion over which H&S and AODA policies needed review. The CEO brought forward the annual policy review that was brought to the Health and Safety Committee. The Board Chair, Laurey Gillies, requested that all other related policies be brought forward in June. The CEO will clarify whether there are other policies that must be reviewed this year as per the Occupational Health and Safety Act and the AODA.

*Commitment to Health and Safety:* Grammatical errors were addressed. CEO Murley proposed changes to the section on Naloxone, adding that staff can refuse to administer. In that event, they would call 9-11.

*Fire Safety & Emergency Preparedness:* Member Carol Sackville-Duyvelshoff inquired about where safe rooms are in BMPL’s branches. CEO Murley to follow up with this operational question.

*Work Alone:* Vice Chair Julia Scott voiced concern over people working alone. Councillor Shawn McKinlay noted that this is a legislated requirement and CEO Murley noted that while we make every effort not to schedule people alone, there are instances where it may occur. CEO Murley also confirmed that staff have access to panic buttons.

*Respectful Workplaces:* Board member Carol Sackville-Duyvelshoff highlighted that ‘the Board’ should be replaced with ‘BMPL’ for consistency throughout the policy. Murley answered questions about ‘refresher training’ and that there is a software we use called HR Downloads. Board Chair Laurey Gillies reminded the Board that an annual risk assessment report is brought forward for reporting and prevention.

*Fit for Work:* There was a question over the words work vs. duty. The CEO was instructed to use the term that is consistent with legislation.

Some phrasing and grammatical changes were made in several policies.

### **BMPL-Resolution 2024-038**

Moved by Shawn McKinlay and seconded by Julia Scott, THAT this Board approve the H&S and AODA policies as amended:

- POL-ADM.2018.45: Commitment to Health and Safety
- POL-ADM.2018.46: Fire Safety & Emergency Preparedness
- POL-ADM.2018.47: Work Alone
- POL-ADM.2018.48: Respectful Workplaces
- POL-ADM.2018.73 IN: Patron Complaints and Incidents
- POL-ADM.2019.01: Fit for Work. CARRIED.

#### 3. **Report:** ADM.24.16 entitled “New Policies”

CEO Murley noted that the Frivolous, Vexatious, and Unreasonable Complaints policy mimics the Municipality’s, with adjustments to reporting structures and titles. There were questions around the authority of the Ministry and when the Board The Chair noted that the By-Laws address handling of behaviour issues on the Board and the matter does not belong in this policy.

Due to time constraints, discussion of the two new policies was postponed to later in the agenda.

#### 4. **Report:** ADM.24.17 entitled “By-Laws & Governance Policy Review” This report was presented.

### **BMPL-Resolution 2024-039**

Moved by Marie Swift and seconded by Kristina Wichman, THAT this Board remove section BLG.2018.6.4 E-mail Vote from POL-BLG.2018.06 Meetings of the Board. CARRIED.

#### 5. **Verbal Report:** CEO Update on Market Study & Pay Equity Review Deferred until after closed session.

#### F.4 Strategic Plan Pillar: Empowering Services

##### 1. **Report:** ADM.24.18 entitled “CEO Service Update-May” Deferred until after closed session.

## G. Closed Session

### G.1. Move Into Closed Session

#### **BMPL-Resolution 2024-040**

Moved by Shawn McKinlay and seconded by Carol Sackville-Duyvelshoff, THAT with regard to section 16.1 (4) of the Public Libraries Act THAT this Board move into closed session to address matters pertaining to personal matters about identifiable individuals. CARRIED.

The Board moved into closed session at 4:05 p.m.

### G.2 Adjournment of Closed Session

#### **BMPL-Resolution 2024-041**

Moved by Julia Scott and seconded by Carol Sackville-Duyvelshoff, THAT this Board adjourns from closed session at 4:53 pm; AND that this Board approve all recommendations made in closed session. CARRIED.

## H. Policy Discussion Continued

The Board revisited the two policies that were deferred earlier in the meeting. The Board eliminated number 4 under the section “Responsibilities” in the Frivolous, Vexatious, and Reasonable Complaints policy.

The Board Chair, Laurey Gillies, asked that the policy section of the website be reviewed as it is not easy to find all the policies. At the same time, she asked the CEO to separate the H&S policies on the website into individual files.

Member Kristina Wichman sent her regrets for the June 20, 2024, meeting.

#### **BMPL-Resolution 2024-042**

Moved by Carol Sackville-Duyvelshoff and seconded by Kristina Wichman, THAT this Board approve the Respectful Public Interactions and Frivolous, Vexatious, and Unreasonable Complaints policies as amended. CARRIED.

## I. Deferred Reports

### I.1 Verbal Report: CEO Update on Market Study & Pay Equity Review

CEO Murley noted that all job descriptions have been updated and sent to the Municipality. There are no major changes anticipated.

The Consultant for the project lead staff sessions that Library staff attended. Most questions were answered, and a report will go to Council in July. CEO Murley met with the CAO to share concerns about direct involvement in the Study and will meet with HR to discuss any unanswered questions. CEO was confident in the comparators selected but would have liked to see Huron County included for a GLAM comparison. There are also certain municipal positions

that are like Library positions, but those will not be compared against one another, apart from pay equity purposes. The Library’s salary grid will have the same band compensation as the Municipality but will be ‘separated’ from the entire municipal grid for communication purposes as the staff are not municipal staff members.

**I.2 Report:** ADM.24.18 entitled “CEO Service Update – May”

CEO Murley noted that the format of this report is still under review and highlighted programming successes for April. Board Chair Laurey Gillies recommended that Action Plan items be included for statistical purposes.

**J. Roundtable**

**J.1 Roundtable—General updates by the Board**

- 1) Community Updates and News: none.
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
  - [REEL History Film Fest FINALE](#) | May 18 @ 7pm | Simcoe Street Theatre
  - [TBM Cultural Mapping Project: Drop-in Collab Session](#) | May 21 @ 10am | L.E. Shore
  - [Author Talk with Brenda Joy Roden](#) | May 21 @ 7pm | L.E. Shore
  - [Author Talk with Lucille Joseph](#) | May 23 @ 7pm | L.E. Shore
  - [Learn to Paint with Tyler Boyle](#) | May 25 @ 11am | L.E. Shore
  - [Exhibit Opening: Painted Stories in Technicolour](#) | June 1 @ 2pm | L.E. Shore

**K. Key Messages**

The CEO will draft the key messages and provide them to the Chair, Laurey Gillies, for review.

**BMPL-Resolution 2024-043**

Moved by Julia Scott and seconded by Carol Sackville-Duyvelshoff, THAT this Board approve the release of the Key Messages Update-May 2024. CARRIED.

**L. Notice of Meeting Dates**

The next regular meeting will occur on June 20, 2024, at 1:00pm. The focus will be on the Strategic Plan, remaining policies for review, and the VOLT. If the audit is complete, it will be presented.

All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) page of Governance.

**M. Adjourned**

**BMPL-Resolution 2024-044**

Moved by Laurey Gillies THAT this Board does now adjourn at 5:07 p.m. to meet again at the call of the Chair. CARRIED.

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Laurey Gillies, Chair

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Jennifer Murley, Board Secretary