

---

## The Blue Mountains Public Library Board Meeting

**Meeting Date:** March 17, 2022  
**Meeting Time:** 2:00 p.m.  
**Location:** Via Web/Phone Conference due to Pandemic  
Broadcast Live on Facebook  
Posted to [YouTube](#)  
**Prepared By:** Dr. Sabrina Saunders, CEO/Secretary of the Board

**In Attendance:** Laurey Gillies (Chair)      Maurice Pepper (Vice Chair)      Dorothy Cammaert  
Jesse Glass      Andrea Matrosovs

**Absent:** N/A  
**Regrets:** Joanne Vivona, Gary Zalot  
**Staff:** Dr. Sabrina ER Saunders, CEO  
Mary Dodge, A/ Manager of Community Engagement  
Franz Greenfield, Administrative Assistant – Co-Op

**Prepared By:** Franz Greenfield, Administrative Assistant – Co-Op

---

*The Board Package circulated to the public via the BMPL Event Calendar included login information request for both Internet and toll-free phone access to the open Board meeting. This meeting was also broadcast live on Facebook as part of the 2022 pandemic Board communications.*

### A. Call to Order

The Board meeting, via Zoom, was called to order by the Chair at 2:15p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

### B. Agenda

#### B.1 Approval of the Agenda

##### **BMPL-Resolution 2022-024**

Moved by Andrea Matrosovs and seconded by Maurice Pepper, THAT the Agenda of March 17, 2022, be approved as circulated, including any items added to the Agenda. CARRIED.

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

None.

## 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 2022-025

Moved by Dorothy Cammaert and seconded by Jesse Glass, THAT this Board receive as information:

- 1) ADM.22.08 entitled “Action Plan Q1-Q2 2022”
- 2) ADM.22.09 entitled “CEO Service Update—March”
- 3) FIN.22.02 entitled “BMPL 2022 Annual Proposed Budget”
- 4) GOV.22.06 entitled “Strategic Planning Working Group Update-March.” CARRIED.

## D. Minutes

### D.1 Previous Minutes

### BMPL-Resolution 2022-026

Moved by Andrea Matrosovs and seconded by Dorothy Cammaert, THAT this Board approve the minutes of the February 17, 2022, Board meeting. CARRIED.

### D.2 Business Arising from the Minutes

A Board member inquired if a door counter had been installed in the Gallery since the discussion had at the February meeting. The counter has been purchased, but staff are waiting for the delivery of a recently donated piano before installing the device (to ensure the piano does not obstruct the counter’s sensor).

### BMPL-Resolution 2022-027

Moved by Andrea Matrosovs and seconded by Maurice Pepper, THAT this Board receive the discussions as information on the Business Arising from the Minutes.

## E. Communications with the Board

*In the event of public attendance, microphones are muted during the meeting and engaged for participants of Deputations or Public Input on the Agenda. No members of the public requested login credentials prior to the meeting as instructed to do so in the Agenda section F.2 and within the Library Events Calendar.*

The deadline for registration was Monday, March 14 at 2:00p.m. No members of the public were present in the Zoom meeting, but members of the public were present live on Facebook for viewing only.

### 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

**NOTE:** This is a new section for the Board. Section F will include formal reports and discussion of said reports, as well as questions and discussions which would have normally been completed in Committee, and then brought forward to the Board for decisions. To better facilitate this section, reports and discussions have been identified. The Board may make decisions at any time and does not require a formal report or recommended motion to do so. For the minutes, only outcomes of discussions are recorded.

### F.1 Action Plan Updates

#### 1. **Report:** ADM.22.08 entitled “Action Plan Q1-Q2 2022”

This report was reviewed. C4.1 was completed but was not marked so – this will be corrected. The Board then discussed C4.7 (Publish Annual Report) and how the report for 2021 would be presented to the public. Last year, the report took the form of a video that was uploaded to YouTube where it was highly successful, generating over 370 views as of this meeting. Based on such a high participation rate, it was unanimously agreed that this year’s report would also be in video format. A script will be approved by the Chair and then a rough cut of the presentation will be brought to the April Board meeting for approval.

### F.2 Strat Plan Goal: Communications

#### 1. **Report:** GOV.22.06 entitled “Strategic Planning Working Group Update-March”

This report presented the results of the Community Feedback Survey. The proposed 2022-2026 Strategic Plan was met with an overall positivity rate of 85.7% (out of 207 respondents). The Board examined areas of the survey which collected a lower positivity rate (below 80%) to determine where adjustments to the Plan were required:

**Goal - Develop multi-use spaces and provide outreach services (77.5% positivity rate):** this goal collected an impressive number of positive comments regarding the Gallery, but also included concerned respondents who thought the it was being decommissioned. This feedback arose from a misunderstanding that the Gallery was being turned into office units. However, the survey question referring to layout changes and expansion, was not intended to remove spaces, but have better flow and use of the collection spaces. Upon learning of this misunderstanding, staff were quick to address the confusion.

**Values (70.7% positivity rate):** based on respondent feedback, this section of the survey would have benefited from clear examples of how the values applied to the BMPL and its staff, as well as a better presentation of the question itself. This clarification will be added to the BMPL’s website. It was also stressed that the current values should be maintained as they are the keystones of the BMPL’s industry and guide the behavior of the staff and Board.

**Goal - Increase BMPL Financial Opportunities (74% positivity rate):** respondents were concerned that the BMPL becoming a charity and pursuing financial opportunities (in addition to municipal funding) meant it would ask taxpayers for additional contributions and compete with smaller, less affluent charities. In

addition, there was fear that the budget would see a reduction if extra funds were secured. Becoming a registered charity will allow the BMPL to apply to national grants and foundations it currently does not qualify for. A Board member noted that even TBM seeks grants to supplement their existing funds. When the 2022 Action Plan is established, the direction of this goal be made clear.

**Underpinning Themes (73.1%):** respondents pointed out how two of the themes overlapped with existing values or goals. Based on this feedback, both were removed.

The Board congratulated Mary Dodge, acting Manager of Community Engagement, for her key role and leadership in the development of the 2022-2026 Strategic Plan.

Once approved, the full and executive versions of the plan will be brought to the Board in April and then presented to the Council and community.

#### **BMPL-Resolution 2022-028**

Moved by Maurice Pepper and seconded by Andrea Matrosovs, THAT this Board approve the Mission, Vision, and Value statements.

#### **BMPL-Resolution 2022-029**

Moved by Dorothy Cammaert and seconded by Jesse Glass, THAT this Board approve the 3 Strategic Pillars, 11 Goals, and 2 Underpinning Themes of the Strategic Plan 2022-2026.

2. **Report: Verbal Update on BMPL Logo Update**

A new proposed logo, locally designed, was presented to the Board for their feedback. The current logo is quite outdated and too similar to the Town's. Additionally, it does not meet current technological standards to properly print. If all goes well, the logo will be ready in time to appear on the new Strategic Plan.

F.3 **Strategic Plan Goal: Organizational Capacity**

1. **Report: Verbal Report** entitled "*Chair's Report*"

Ahead of the May daylong meeting, the Chair and CEO will provide legacy related materials for the Board to review.

F.4 **Strategic Plan Goal: Vibrant Spaces**

1. **Report: "Verbal Report"** entitled "*Craigleith Heritage Depot Damaged Roof*"

This was a last-minute addition to the agenda that arose directly prior to the meeting. Due to a recent windstorm, the Depot lost a significant portion of its roof. The Town was quick to respond under an emergency order and have moved to secure and waterproof the roof pending complete re-shingling in the coming days. While the historical context of the building will be respected, while selecting a product that can withstand the wind shear of the area. The roof was part of a larger building wide renovation project (including windows, doors, sliding and HVAC) that had been identified in 2018 and will proceed following the roof repair. A member requested if our insurance would cover the repairs. As the Town owns the building, all expenses for repairs are covered by the municipality, including any insurance coverage.

## F.5 Strategic Plan Goal: Service Excellence

### 1. **Report:** *ADM.22.09* entitled “*CEO Service Update—March*”

The “Active Users” stat appeared to decline since 2021, but a clarification was provided: families are choosing to drop individual cards and opt for one for the whole family – a trend being seen by libraries across Ontario. Even though a card may be used by more than one individual, only one card user is recorded.

The Gallery is holding a 2022 Juried Show. Categories include 2D, 3D and Photography and all ages are encouraged to apply.

On March 21, the mask bylaw will drop. Patrons are no longer required to mask within BMPL facilities but are encouraged to do so. Staff are still required until further notice.

### **BMPL-Resolution 2022-030**

Moved by Maurice Pepper and seconded by Andrea Matrosovs, THAT this Board receive the Strategic Plan discussions as information. CARRIED.

## G. Other Business

### G.1 *FIN.22.02* entitled “*BMPL 2022 Annual Proposed Budget*”

This report was reviewed and includes the approved budget from Council for 2022 and 2023, as well as projections for 2024 and 2025. The 2022 budget brings parity to staff wages with that of counterparts at TBM (as approved by Council) and complete the last of the changes to staffing which counteract any changes made in 2016. Board approval is required to determine how the budget will be allocated to the different needs of the BMPL.

### **BMPL-Resolution 2022-031**

Moved by Jesse Glass and seconded by Dorothy Cammaert, THAT this Board approve the 2022 Budget. CARRIED.

### G.2 Board Planning Meeting: May 19, 2022

This daylong, closed meeting will include discussions on various governance topics, including recruitment of the new Board and Council. A complete agenda will come out closer to the event. A brief Special Board Meeting will follow at the end of the planning day to deal with any required business.

## H. Roundtable

### H.1 Roundtable—General updates by the Board

- 1) Community Updates and News: English Country Dancing at the Gallery just started this past Sunday and was a resounding success. All are welcome to join.

2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.

- [Juried Show Application Portal Open](#) | Launches March 1 | Online
- [Celebrating Friends Photo Contest](#) | Throughout March | Online
- [Virtual Planetarium](#) | March 14 @ 11am | Zoom
- [Planning for Post-Secondary School](#) | March 30 @ 6pm | Zoom
- [ACC Presents: Budapest, Vienna, Prague – A City Tour](#) | March 31 @ 7pm | Zoom
- [Limerick Poem and Visual Art Contest](#) | Throughout April | Online
- [Exhibit Launch: Moments](#) | Launches April 2 | L.E. Shore

#### **BMPL-Resolution 2022-032**

Moved by Dorothy Cammaert and seconded by Andrea Matrosov, THAT this Board receive as information the Roundtable discussions. CARRIED.

### **I. Key Messages**

The Key Messages were determined by the Board and approved for release.

#### **BMPL-Resolution 2022-033**

Moved by Maurice Pepper and seconded by Jesse Glass, THAT this Board approve the release of the Key Messages Update-March 2022 as updated. CARRIED.

### **J. Notice of Meeting Dates**

The next regularly scheduled Board Meeting will be held on April 21, 2022, at 2:00pm. This will be a hybrid meeting held physically at the L.E. Shore Gallery or Boardroom, with participation also welcome through Zoom. The CEO will reach out to all members to determine attendance so the proper space can be booked. All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) webpage.

### **K. Adjourned**

#### **BMPL-Resolution 2022-034**

Moved by the Chair, THAT this Board does now adjourn at 3:45p.m. to meet again at the call of the Chair. CARRIED.

---

Laurey Gillies, Chair

---

Dr. Sabrina Saunders, Board Secretary