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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** July 21, 2022  
**Meeting Time:** 2:00 p.m.  
**Location:** Hybrid in the L.E. Shore Gallery  
Broadcast Live on Facebook  
Posted to [YouTube](#)  
**Prepared By:** Dr. Sabrina Saunders, CEO/Secretary of the Board  
Franz Greenfield, Administrative Assistant

**In Attendance:** Laurey Gillies (Chair)      Maurice Pepper (Vice Chair)      Dorothy Cammaert  
Jesse T. Glass, Q.C.      Andrea Matrosovs      Joanne Vivona  
Gary Zalot

**Absent:** N/A  
**Regrets:** N/A  
**Staff:** Dr. Sabrina ER Saunders, CEO  
Franz Greenfield, Administrative Assistant

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*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, with all members present in the L.E. Shore Gallery, was called to order by the Chair at 2:04p.m.

### B. Agenda

#### B.1 Approval of the Agenda

The Legacy document, which was scheduled to be presented at this meeting, will be brought to the Board at their September or October meeting.

#### **BMPL-Resolution 2022-073**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT the Agenda of July 21, 2022, be approved as circulated. 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 2022-074**

Moved by Andrea Matrosovs and seconded by Gary Zalot, THAT this Board receive as information:

- 1) ADM.22.18 entitled “Action Plan Update-July”
- 2) ADM.22.19 entitled “CEO Service Update-July”
- 3) GOV.22.17 entitled “Dissolving of the Museum Advisory Council.” CARRIED.

### **D. Minutes**

#### **D.1 Previous Minutes**

#### **BMPL-Resolution 2022-075**

Moved by Maurice Pepper and seconded by Joanne Vivona, THAT this Board approve as circulated the Board minutes of June 16, 2022. CARRIED.

#### **D.2 Business Arising from the Minutes**

None.

### **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 E.2 and within the Library Events Calendar.*

The deadline for registration was Monday, July 18 at 2:00p.m. No members of the public were present in the Zoom meeting or in the Gallery, 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

### F.1 Action Plan Updates

#### 1. **Report:** *ADM.22.18* entitled “*Action Plan Update-July*”

This report was reviewed. A verbal update was given on the status of the 2022 Action Plan, which is 58.1% complete.

- Action Item CH2.5 (providing homebound services) has been implemented. This is a volunteer-based service, where volunteers deliver Library items to community members in their area.
- Action Item CH3.1 (options for boardroom and Gallery hybrid meetings) is in progress. A grant has been applied for and the BMPL is under consideration. The grant would allow the purchase of technology to improve camera and sound quality, as well as increase technological flexibility – in person events could be recorded for virtual attendees.

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

A brief update was provided. Scheduling of further Depot renovations is occurring, with work to be completed over the 2022-2023 period. These renovations are not expected to close facilities, but the public will be informed on further developments.

The Library is replacing four of seven of its windows this year, with the remaining three replaced in 2023.

### F.3 Strategic Plan Pillar: Empowering Services

#### 1. **Report:** *ADM.22.19* entitled “*CEO Service Update—July*”

This report was reviewed.

### F.4 Strategic Plan Pillar: Organizational Excellence

#### 1. **Report:** *Verbal Report* entitled “*Chair’s Report*”

- June 30 and July 29: meetings with the CEO and select Board members to plan the Board’s legacy document, which will then be brought to the Board’s September or October meeting for review.
- September 26: deputation to Town Council regarding Board recruitment.

#### 2. **Report:** *GOV.22.17* entitled “*Dissolving of the Museum Advisory Council*”

At the start of the Covid pandemic, the Museum Advisory Council (MAC), a committee of the Board, opted to temporarily disband until the pandemic subsided, relinquishing their governance duties to the Board. Recently, MAC members contacted the Board to note that bylaws and the MAC’s terms of reference read that it should still be operating.

This item was brought before the Board to amend *POL-BLG.2018.91 Museum General*, which stipulates the requirement for a MAC. This sunsets the MAC – as is within the Board’s authority regarding its committees – and realigns the Board with its bylaws. Removing the MAC will not affect museum or library operations as all museum governance items have been handled by the Board since March of 2020. In addition, CMOG (Community Museums Operating Grant), which the BMPL was receiving and that required recipients to maintain a specific museum governance

body, was lost in 2015 and is no longer accepting new or previous applicants. This income has been replaced by a different grant from the Ministry of Heritage.

Remaining MAC members will be contacted to see if they would be interested in volunteering their time and skills in other museum or library functions.

Legally, the Board requires a month's notice of a policy change, but since all Board members were present during the presentation of the report *GOV.22.17*, a motion was made to waive such notice.

#### **BMPL-Resolution 2022-076**

Moved by Gary Zalot and seconded by Dorothy Cammaert, THAT this Board, with all members present, wave notice of policy changes. CARRIED UNANIMOUSLY.

#### **BMPL-Resolution 2022-077**

Moved by Maurice Pepper and seconded by Andrea Matrosovs, THAT this Board approve *POL-BLG.2018.91 Museum General* as amended. CARRIED.

#### **BMPL-Resolution 2022-078**

Moved by Andrea Matrosovs and seconded by Joanne Vivona, THAT this Board sunset the Museum Advisory Council. CARRIED.

#### **BMPL-Resolution 2022-079**

Moved by Joanne Vivona and seconded by Jesse Glass, THAT this Board receive the Strategic Plan discussions as information. CARRIED.

## **G. Other Business**

### **G.1 Finance Report**

**Report:** *FIN.22.05* entitled "*Q2 Balance Variance Report*"

This report, as at June 30, 2022, was reviewed by the Board. The \$17,128.12 portion of the Land Reserve Fund was mistakenly listed as having matured May 2, 2022 – it next matures October 29, 2023.

The Board then discussed the second portion of the Land Reserve Fund of \$109,909.57, currently invested in another GIC that next matures on September 28, 2022. There was concern that this investment was not maximizing its return – the low interest rate is estimated to add a modest \$1,300.00 at next annual maturity. In addition, it may only be cashed annually without penalty, which limits its accessibility.

The Board therefore moved to withdraw the investment from this account. The CEO was directed to provide the bank with the required notification of 30 days prior to September 28, 2022, cash the investment on September 28 – collecting the interest, avoiding penalties and closing the account –, and then transfer it into a general savings account. By doing so, the Board has the flexibility to reinvest it in a more lucrative opportunity.

The CEO, in conjunction with Board members and Town financial advisors, will research options for investment - in accordance with legislation and policy pertaining to public money - and bring those findings to the September Board meeting for discussion.

#### **BMPL-Resolution 2022-080**

Moved by Jesse Glass and seconded by Maurice Pepper, THAT this Board instruct the CEO, in conference with the Chair, to cash out the GIC of \$109,909.57 on September 28<sup>th</sup>; AND to return with recommendations to the Board for its investment. CARRIED.

#### **G.2 Verbal Discussion: Branch Signage**

The Board discussed the ongoing issue of signage for the Depot and Library locations and directed the CEO to investigate the matter further. Many existing, new and visiting community members have reported confusion regarding the two branches – not realizing the range of services offered at the Depot or its relationship with the Blue Mountains Public Library and having difficulty finding the L.E. Shore Library. Both issues stem from signage – the Depot signage is obstructed by bushes and does not clearly define its services, while L.E. Shore suffers from inadequate signage to direct new visitors to its facility.

#### **G.3 Verbal Update: All Candidates Meetings**

A number of community members had expressed concern that the L.E. Shore Library Branch is the location for the All Candidates Meetings, as the Library was engaged in politics and a violation of existing policies. The CEO emphasized that the organization is acting as the host of information meetings – providing only a free meeting space and technological support, as well as all of the candidates will have an equal access to participate. This is not engagement in politics, but rather facilitation of opportunities for community members to engage with their future Town Council, a function many libraries participate in.

### **H. Roundtable**

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

- 1) Community Updates and News:
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
  - [Blue Mountain Pottery Scavenger Hunt](#) | June 30-July 20 | Downtown Thornbury
  - [Mailbox Party](#) | July 15 @ 3:30pm | Slabtown
  - [Mailbox Party](#) | July 16 @ 10am | Redwing
  - [Wiggle Worms Wellness Group](#) | July 16 @ 10am | L.E. Shore
  - [Pop-up GLAM](#) | July 22 @ 1:30pm | Ravenna Hall
  - [Mailbox Party](#) | July 23 @ 10am | Gibraltar
  - [Sidewalk Astronomy](#) | July 28 @ 1pm | L.E. Shore
  - [Author Talk with Katie Zdybel](#) | July 30 @ 11am | L.E. Shore
  - [Pop-up GLAM](#) | August 5 @ 1:30pm | Ravenna Hall

**BMPL-Resolution 2022-081**

Moved by Dorothy Cammaert and seconded by Joanne Vivona, 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 2022-082**

Moved by Jesse Glass and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-July 2022. CARRIED.

**J. Notice of Meeting Dates**

The next regularly scheduled Board Meeting will be held on September 15, 2022, at 2:00pm. Unless noted, hybrid meetings will occur in the L.E. Shore Gallery.

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

**K. Adjourned**

**BMPL-Resolution 2022-083**

Moved by the Chair, THAT this Board does now adjourn at 3:35p.m. to meet again at the call of the Chair. CARRIED.

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Laurey Gillies, Chair

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Dr. Sabrina Saunders, Board Secretary