

---

## The Blue Mountains Public Library Board Meeting

**Meeting Date:** September 15, 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  
Franz Greenfield, Administrative Assistant

**In Attendance:** Laurey Gillies (Chair)      Maurice Pepper (Vice Chair)      Dorothy Cammaert  
Jesse Glass      Joanne Vivona      Gary Zalot

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

---

*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 2:19p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

### B. Agenda

#### B.1 Approval of the Agenda

An additional report (GOV.22.21 entitled "Board Exit Interviews") was added to the agenda.

#### **BMPL-Resolution 2022-084**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT the Agenda of September 15, 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 2022-085**

Moved by Maurice Pepper and seconded by Gary Zalot, THAT this Board receive as information:

- 1) ADM.22.20 entitled “Action Plan Update-September”
- 2) ADM.22.21 entitled “CEO Service Update—September”
- 3) GOV.22.20 entitled “Legacy Report”
- 4) GOV.22.21 entitled “Board Exit Interviews.” CARRIED.

## **D. Minutes**

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

### **BMPL-Resolution 2022-086**

Moved by Dorothy Cammaert and seconded by Jesse Glass, THAT this Board approve the minutes of the July 21, 2022, Board meeting. CARRIED.

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

#### **GIC Account Update**

Notice has been provided to the bank and the funds of the GIC account will be moved September 22 into the high interest savings account. The CEO will meet with the Town to explore future investment options.

### **BMPL-Resolution 2022-087**

Moved by Dorothy Cammaert and seconded by Gary Zalot, THAT this Board receive the discussions as information on the Business Arising from the Minutes. CARRIED.

## **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, September 12 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

1. None.

## F. Strategic Plan Updates & Action Items

### F.1 Action Plan Updates

1. **Report:** ADM.22.20 entitled “*Action Plan 2022 Update-September*”

This report was reviewed. The CEO gave a verbal update on the status of the 2022 Action Plan, with 68% of items complete or ongoing. A number of Action Items will not be achievable in 2022 – further elaboration has been included in this report.

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

1. **Report: Verbal Report entitled “BMPL Facility Renovations”**

The Depot renovations continue forward. Currently, the Town is in the process of contracting the siding work (to be completed in spring 2023). The roof construction is complete. The windows and doors are also planned for replacement.

The Library will also see renovations, with the CEO working on a budget to address the library windows.

2. **Report: Verbal Report entitled “Ravenna Hall Pop-Up Library”**

During the 2021-2022 Community Consultation sessions, the Library was asked to bring library services to the Ravenna Hall. Based on this feedback, a library pop-up has been provided at the Hall every two weeks since May of 2022. However, this service has not seen a high usage rate unless a specific program was provided in conjunction with the library services. Therefore, the regular library “pop-up” concept will be sunset for the fall and revisited in the spring of 2023. The Library and Depot will continue to provide specific programs at Ravenna Hall, which will be advertised on social media and the BMPL website.

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

1. **Report:** ADM.22.21 entitled “*CEO Service Update-September*”

Major differences in a number of YTD stats – August 2021 in comparison to August 2022 – were noted. It was emphasized that this phenomenon will continue throughout 2022 as we switch from the pandemic to a more normal time. The pandemic caused a number of unique trends that have receded as mandates and lockdowns ended.

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

1. **Report: Verbal Report entitled “Chairs Report”**

- July 29 - met with Joanne Vivona and the CEO to prepare the Board’s legacy document.
- September 15 - met with Dorothy Cammaert and the CEO to prepare the *Board Exit Interviews* document.
- September 26: a deputation to Council for Board recruitment is planned.

2. **Report:** *Verbal Update* on September 12, 2022, *TBM Deputation on Board Recruitment*

This deputation will actually be delivered on September 26, 2022.

3. **Report:** *GOV.22.20* entitled “*Legacy Report*”

The Legacy Document is intended to be a hand-off document between the 2018-2022 Board and the incoming 2022-2026 Board. It outlines and summarizes the key documents that the incoming Board should review, key “advocacy” efforts (major goals to be completed), and the previous Board’s major achievements, challenges and key strengths and weaknesses. In addition, it relays important lessons learned, as well as recommendations to the next Board.

Feedback was requested and edits from the Board were incorporated.

#### **BMPL-Resolution 2022-088**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve *GOV.22.20* entitled “*Legacy Report*” as presented. CARRIED.

4. **Report:** *Board Exit Interviews*

*GOV.22.21* entitled “*Board Exit Interviews*” was presented for feedback and approval. This document was prepared for exiting Board members. It outlines the expectations for the Board’s exit interviews and includes questions for participants to answer. Participation is optional. Participants can choose to interview with the CEO, the Chair or both. Interviews will be scheduled in the next few months.

#### **BMPL-Resolution 2022-089**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve *GOV.22.21* entitled “*Exit Interviews*” as presented. CARRIED.

5. **Discussion:** *CEO Evaluation Committee*

The Board appointed a committee to complete the CEO’s annual evaluation. The CEO and the committee will both complete separate evaluations and bring a report of findings to the November meeting.

#### **BMPL-Resolution 2022-090**

Moved by and seconded by Dorothy Cammaert, THAT this Board appoint Joanne Vivona and the Chair to conduct the evaluation of the CEO for the 2022 fiscal, including reviewing the CEO Job Description and bringing any recommended revision back to the Board. CARRIED.

#### **BMPL-Resolution 2022-091**

Moved by Dorothy Cammaert and seconded by Gary Zalot, THAT this Board receive the Strategic Plan discussions as information. CARRIED.

## **G. Other Business**

None.

## H. Roundtable

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

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

- [TBM Meet the Candidates Series](#) | Monday Nights @ 5pm | L.E. Shore
- [Pop-up GLAM at Ravenna Hall](#) | September 9 @ 1:30pm | Ravenna Hall
- [Poetry Reading with Susan Haldane](#) | September 10 @ 2pm | L.E. Shore
- [GoVAXX Bus](#) | September 13 @ 11am – 7pm | L.E. Shore Parking Lot
- [Kids Clubhouse After School Program](#) | Launches September 13 @ 3:30pm | L.E. Shore
- [Kids Clubhouse at The Craigleith Heritage Depot](#) | Launches September 16 @ 4pm | Craigleith Heritage Depot
- [Apple Fun Fair](#) | September 20 @ 3:30pm | L.E. Shore
- [Fall No-Bake Recipe Series](#) | September 24 @ 1pm | L.E. Shore
- Deputation | September 26 | Council Chambers or Livestream
- [Exhibit Launch: October Duo](#) | Launches October 1 | L.E. Shore

#### BMPL-Resolution 2022-092

Moved by Joanne Vivona and seconded by Jesse Glass, 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 2022-093

Moved by Dorothy Cammaert and seconded by Joanne Vivona, THAT this Board approve the release of the Key Messages Update-September 2022. CARRIED.

## J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on October 20, 2022, at 2:00pm.

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

## K. Adjourned

#### BMPL-Resolution 2022-094

Moved by the Chair, THAT this Board does now adjourn at 3:40p.m. to meet again at the call of the Chair. CARRIED.