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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** October 20, 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)      Jesse Glass  
Andrea Matrosovs      Joanne Vivona

**Absent:** N/A  
**Regrets:** Dorothy Cammaert  
Gary Zalot

**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, was called to order by the Chair at 2:05p.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 2022-094**

Moved by Andrea Matrosovs and seconded by Maurice Pepper, THAT the Agenda of October 20, 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 2022-095**

Moved by Jesse Glass and seconded by Maurice Pepper, THAT this Board receive as information:

- 1) ADM.22.22 entitled “Action Plan Update-October”
- 2) ADM.22.23 entitled “Action Plan Draft 2023”
- 3) ADM.22.24 entitled “CEO Service Update—October”
- 4) ADM.22.25 entitled “Updated Gap Analysis Report 2022”
- 5) FIN.22.06 entitled “Q3 Finance Report”
- 6) FIN.22.07 entitled “BMPL Proposed 2023 Budget” CARRIED.

## **D. Minutes**

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

### **BMPL-Resolution 2022-096**

Moved by Maurice Pepper and seconded by Andrea Matrosov, THAT this Board approve the minutes of the September 15, 2022, Board meeting. CARRIED.

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

The GIC has been closed, with funds being moved to the Savings account. This item will be brought to the Board’s November meeting for further discussion.

### **BMPL-Resolution 2022-097**

Moved by Jesse Glass and seconded by Joanne Vivona, 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 F.2 and within the Library Events Calendar.*

The deadline for registration was Monday, October 17 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.22.22 entitled “Action Plan Update-October”  
This report was reviewed. The 2022 Action Plan is 76% complete.
2. **Report:** ADM.22.23 entitled “Action Plan Draft 2023”  
The Board focused on the Board specific Action Items, incorporating several edits.

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

None.

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

1. **Report:** ADM.22.24 entitled “CEO Service Update-October”  
This report was presented.

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

1. **Report:** Verbal Report entitled “Chair’s Report”  
The Chair gave an update on the past month’s activities:
  - Prepared and gave a deputation to Council regarding Board recruitment.
  - Attended the weekly candidate meetings. Some candidates, if they do not make Council, may be a good fit for the Board.
  - Prepared the CEO Board evaluation.
  - Conducted Board exit interviews.
2. **Report:** Verbal Update on Sept 26, 2022, TBM Deputation on Board Recruitment and Board Information Session  
Council was receptive to the deputation made on September 26 regarding Board recruitment. A Board candidate information session will be held on November 8 in the L.E. Shore Gallery.

Two Board members volunteered to sit on the committee which will interview Board candidates.

### BMPL-Resolution 2022-098

Moved by Jesse Glass and seconded by Andrea Matrosovs, THAT this Board appoint Dorothy Cammaert and Joanne Vivona to sit on the Board Recruitment Committee as outgoing Board members. CARRIED.

### 3. Update: Recruitment Website Overview

The new recruitment website page was presented for the Board’s information. It relays information to interested Board candidates on the Board and its activities, including how to apply to be a Board member. Promotion for recruitment is

occurring through this website as well as through the BMPL social media and newsletter.

4. **Report:** *ADM.22.25* entitled “*Updated Gap Analysis Report*”

This is an updated report based on a document that was developed for the 2018-2022 BMPL Board as a way of explaining what a 21st Century GLAM should include and those gaps identified to attaining these standards. In summary, the document is a Needs Assessment to achieving the Strategic Plan and a compendium to other work completed to date. It will be a useful tool to orientate the next Board and Town Council. After the statistics on page 4 are updated, the report will be released onto the BMPL website. The Board requested several edits, which were incorporated.

**BMPL-Resolution 2022-099**

Moved by Maurice Pepper and seconded by Jesse Glass, THAT this Board approve *ADM.22.25* entitled “*Updated Gap Analysis Report*” for release on the Board Recruitment webpage. CARRIED.

5. **Update:** *Board Exit Interviews*

The Chair and CEO met with all exiting Board members. The responses recorded during these interviews will be brought to the November meeting. Holding exit interviews will be incorporated into a policy, which will be brought to the November meeting. The Board accepted this information as a notion of an upcoming motion.

6. **Notice:** *Board Evaluation*

The Board self-evaluation survey has been released to the Board. The deadline for its completion is November 7. Responses will be brought to the November meeting.

7. **Report:** Verbal Report of the September 2022 Board Assembly Meetings

These meetings usually occur in November, but unexpectedly the meeting was held in October and the Board was not aware of this change. Therefore, a BMPL Board member was not present. The CEO followed up for the key take aways of the meeting: their focus was on legacy documents, prepping for the next Board, Board recruitment, what different Councils were accepting in regard to Board recruitment etc.

**BMPL-Resolution 2022-100**

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

## G. Other Business

G.1 *FIN.22.06* entitled “*Q3 Finance Report*”

This Balance Variance report is of September 30, 2022 (third quarter) and based on financial statements provided by the Town of the Blue Mountains. It summaries information regarding the BMPL’s revenues, grants received, and the current standing

of BMPL accounts and funds. As the 2022 year draws to the end, no financial concerns were noted.

It was clarified that the second portion of the Land Reserve Fund (of \$17,179.08) is a separate fund in a different GIC from the \$108,861.30 amount (which, as discussed earlier, has been moved into the BMPL Savings account). This second portion next matures in 2023, at which point the Board can decide to move it out of its GIC.

About \$70,000 will be rolled over into 2022 to fund the Library's front desk replacement project. The RFP was released October 19<sup>th</sup> and closes in January. Completion of this project is expected in 2023. The \$70,000 amount is not a surplus for the 2023 budget as it has already been allocated.

#### **G.2 *FIN.22.07* entitled "BMPL Proposed 2023 Budget"**

The 2023 proposed budget, based on the 2022 tax levy, was presented for approval. It also includes the projected budgets for 2024 and 2025 (based on a conservative estimation of assessment growth of .05) as information.

The 2023 budget has been planned to include the possibility of an increase in rate of wages, which would be based on Council's decision for the new COLA. This year, the BMPL has been instructed to expect a 3% increase in COLA. A final budget will be presented once the rate has been confirmed for 2023.

The Board moved to not approve the 2023 budget to avoid imposing a financial situation on the incoming Board without their input.

### **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.
  - [Native Plants & Attracting Butterflies](#) | October 20 @ 6pm | L.E. Shore
  - [Thornbury Ghost Meet-Up](#) | October 26 @ 6:30pm | L.E. Shore
  - [Pumpkin Decorating Contest](#) | October 29 @ 11am | L.E. Shore
  - [Opening Reception: November Trio](#) | October 29 @ 2pm | L.E. Shore
  - [Author Talk with Ursula Baker](#) | November 5 @ 2pm | L.E. Shore
  - [Board Member Information Session](#) | November 8 @ 6pm | L.E. Shore

#### **BMPL-Resolution 2022-101**

Moved by Maurice Pepper 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 2022-102**

Moved by Andrea Matrosovs and seconded by Joanne Vivona, THAT this Board approve the release of the Key Messages Update-October 2022. CARRIED.

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

The next regularly scheduled Board Meeting is November 17, 2022, at 2:00pm in the L.E. Shore Boardroom. This is the last regular planned meeting of this board.

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

#### **K. Move to Closed Session**

*The Board certifies that no other business will occur following the closed meeting other than listed on this agenda, including the accepting of motions made in camera and adjourning the meeting.*

#### **BMPL-Resolution 2022-103**

Moved by Maurice Pepper and seconded by Jesse Glass, THAT, with regard to section 16.1(4) of the *Public Libraries Act*, That this Board do now move into closed session in order to address matters pertaining to *personal matters about an identifiable individual(s)*. CARRIED.

The board moved into closed session at 3:16p.m.

#### **L. Closed Session**

See Closed Session Minutes.

#### **Adjournment of Closed Session**

#### **BMPL-Resolution 2022-104**

Moved by Jesse Glass and seconded by Maurice Pepper, THAT this Board does now adjourn from closed session at 3:42p.m. CARRIED.

#### **M. Return to Open Session**

The Board returned to the public session at 3:42p.m.

No resolutions (other than to adjourn) were made during the Closed Session.

## **N. Adjourned**

### **BMPL-Resolution 2022-105**

Moved by the Chair, THAT this Board does now adjourn at 3:46p.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