
The Blue Mountains Public Library Board Meeting

Meeting Date: January 19, 2023

Meeting Time: 2:00 p.m.

Location: Library Boardroom
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) Julia Scott (Vice Chair)
Joanne de Visser Shawn McKinlay Marie Swift
~~Kristina Wichman~~ Patricia Wright

Absent: N/A

Regrets: Kristina Wichman

Staff: Dr. Sabrina ER Saunders, CEO
Franz Greenfield, Administrative Assistant

The Board Package was circulated to the public via the BMPL website. Any community member may request the Zoom login credentials with a deadline of the Wednesday prior to the meeting 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 2023 pandemic Board communications and uploaded to the BMPL YouTube Channel following the meeting. This and all Board Meetings are open to the public to physically attend.

A. Call to Order

The Board meeting, via Zoom with Board members present in the Library boardroom, was called to order by the CEO at 2:01p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

This was the first meeting of the 2023-2026 Board, and each member took a moment to introduce themselves.

B. Agenda

B.1 Approval of the Agenda

The CEO added two new items to New Business.

BMPL-Resolution 2023-001

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT the Agenda of January 19, 2023, be approved as circulated, including any items added to the agenda. CARRIED.

- B.2 Declaration of Pecuniary Interest and General Nature Thereof
None.

C. Inaugural Meeting Business

- C.1 Receive the Council Appointments
The Town of the Blue Mountains provided documentation outlining the members of the 2023-2026 Board.

BMPL-Resolution 2023-002

Moved by Julia Scott and seconded by Marie Swift, THAT the Correspondence from The Town of The Blue Mountains appointing the 2022-2026 public library board be received as information. CARRIED.

- C.2 Approval of the Codes
Each individual Board member confirmed the resolution below.

BMPL-Resolution 2023-003

[ROLL CALL VOTE], I agree that I have signed the Blue Mountains Public Library Board Oath of Confidentiality; That I will uphold, as a member of a Town of The Blue Mountains Local Board, the Town of The Blue Mountains Council Code of Conduct; and That I will uphold the By-laws and Policies of Blue Mountains Public Library.

Joanne de Visser
Laurey Gillies
Shawn McKinlay
Julia Scott
Marie Swift
Patricia Wright
CARRIED.

- C.3 Election of Chair and Vice Chair

BMPL-Resolution 2023-004

Moved by Joanne de Visser and seconded by Marie Swift, THAT the Board acclaims Laurey Gillies to the position of Library Board Chair, AND acclaims Julia Scott to the position of Library Board Vice Chair for the term as defined in POL-BLG.2018.5 First Meeting of the Board and BLG-2018.99 Agenda and Multi-year Agendas. CARRIED.

The CEO passed the chair to the newly appointed Library Board Chair.

BMPL-Resolution 2023-005

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT the Board appoint Laurey Gillies, Chair, and Julia Scott, Vice Chair, with Dr. Sabrina Saunders, CEO, as the signing officers for all banking. CARRIED.

C.4 Establishment of Meeting Schedule

The Board briefly discussed a start time for the regular meetings of the Board and determined a new meeting time of 1:00pm. Meetings will continue to occur on the third Thursday of the month in the L.E. Shore Boardroom or Gallery.

BMPL-Resolution 2023-006

Moved by Patricia Wright and seconded by Marie Swift, THAT the Board select to meet for Regular Board Meetings beginning at 1:00pm on the third Thursday of the month in the BMPL Boardroom. CARRIED.

D. Reports to be “Received as Information”

The Board briefly discussed receiving all reports within the agenda as a group and ultimately decided to continue with this process at this time.

BMPL-Resolution 2023-007

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT this Board receive as information:

- 1) ADM.23.01 entitled “Action Plan Wrap-Up 2022”
- 2) ADM.23.02 entitled “Action Plan Update-January”
- 3) ADM.23.03 entitled “CEO Service Update-January”
- 4) ADM 23.04 entitled “Continuous Improvement Report 2023”
- 5) GOV.23.01 entitled “POL-BLG.2018.99-Agenda-&Multi-Year-Agendas.” CARRIED.

E. Minutes

E.1 Previous Minutes

The section referring to Board exit interviews was adjusted to clarify that exit interviews will be held with resigning members, as well as exiting members at the end of a Board’s term. Only Laurey Gillies and the Board Secretary/CEO were present at the last meeting of the previous Board.

BMPL-Resolution 2023-008

Moved by the Laurey Gillies and seconded by Patricia Wright, THAT this Board approve as amended the Board minutes of the November 17, 2022. CARRIED.

E.2 Business Arising from the Minutes

None arose.

F. 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 by the deadline (described in the Agenda and within the Library Events Calendar).

The deadline for registration for Deputations was Monday, January 16 at 2:00p.m. No members of the public were present in person or on the Zoom meeting, but members of the public were present live on Facebook for viewing only.

F.1 Deputations
None.

F.2 Public Input on the Agenda
No members of the public were present.

F.3 Correspondence
None.

G. Strategic Plan Updates & Action Items

G.1 Action Plan Updates

1. **Report:** ADM.23.01 entitled “Action Plan Wrap-Up Report 2022”

This is the final review of the 2022 Action plan. While not all items were achieved, the areas not completed were either well on their way to completion early in 2023 or deferred because of ongoing limitations due to the pandemic and subsequent endemic. At the close of this Action Plan, 95 of the 105 objectives have been complete or ongoing for a total of 90% success. Areas not achieved are explored in this report. Discussion arose about several action items, and the CEO answered questions from the Board.

2. **Report:** ADM.23.02 entitled “Action Plan 2023”

Annually the Board approves an Action Plan for the year. This document directs the Board, CEO and operations for the year. This draft plan has 80 proposed Action Items, one of which has already been achieved (1% completion). The outgoing Board provided a short list of items for consideration, and the expanded Action Plan was presented to the new Board for approval. Discussion commenced about the action items, with the Board wanting to ensure that the goals were specific and measurable. Several items were reworded and adjusted.

BMPL-Resolution 2023-009

Moved by Marie Swift and seconded by Joanne de Visser, THAT this Board approve the 2023 Action Plan. CARRIED.

G.2 Strategic Plan Pillar: Community Hubs

1. **Report:** Verbal Update of BMPL Facilities

The Craighleith Heritage Depot has been closed for the last two months as major renovations continue. The hope is that it will be partially opened by the end of the month to allow patrons to pick up their books and access the bathrooms.

- The roof installed in the 1980s has been renovated with material that, although not historically accurate, does look similar to what would have been used for the original railway station’s roof. This material is much more weather resistant.

- The two remaining heritage doors will not be replaced, but the doors installed in recent decades will.
- The non-heritage windows will be replaced in April 2023.
- The building's siding (currently non-heritage) will be replaced as well.
- It was discovered that the turret's base was wood rot and not structurally sound, with the entire structure supported by the building itself. As a result the turret has now been rebuilt with some new cedar shakes to replace the wood rot areas. All original materials not affected were retained.
- Questions pertaining to the new colour were addressed. The maroon was the colour of the former restaurant, but the green and cream closely resembles colours the Grand Trunk Railroad used in the 1800s.

The L.E. Shore Library is also hoping to see a number of renovations. Major items include:

- Fans will be installed in rooms with higher ceilings to assist with heating costs (with the high ceilings, the heat tends to wastefully collect in the upper reaches of the rooms).
- The Story Tower will be lowered approximately 4-6 feet to tie into the existing sound rood, and offset damage from water leakage.
- The windows have experienced water damage as well and will be replaced, in an annual sequence, starting in 2023.

The BMPL has also been seeking to establish The Gallery as a licensed venue with the AGCO (Alcohol and Gaming Commission of Ontario). This will be a major cost savings, as The Gallery was required to purchase individual permits for monthly Gallery receptions.

G.3 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.23.03 entitled "*CEO Service Update-January*"
This report was reviewed.

G.4 Strategic Plan Pillar: Organizational Excellence

1. **Verbal Report** entitled "*Chair's Report*"
Nothing was reported.
2. **Report:** GOV.23.01 entitled "*POL-BLG.2018.99-Agenda-&-Multi-Year-Agendas*"
This policy was reviewed to determine if there were any immediate needs but will be brought before the Board again in May as part of the annual policy review. Several edits were incorporated into the policy.

BMPL-Resolution 2023-010

Moved by Shawn McKinlay and seconded by Patricia Wright, THAT this Board approve POL-BLG.2018.99 Agenda & Multi Year Agendas. CARRIED.

3. **Report:** ADM 23.04 entitled "*Continuous Improvement Report 2023*"
Annually in January, the Board receives a report on the Joint Health and Safety (JHSC) Goals for the year, as well as a report of achievements of the previous year.

The BMPL JHSC and staff achieved 18 out of the 19 goals established at the beginning of 2022. Achievements are outlined in detail in this report. Goals for 2023 were also provided.

The goal not achieved was having managers do semi-annual inspections of the Depot and Library facilities. This is not a requirement of OHSa but was a personal goal of the JHSC. The inspections required of the committee were completed each month. This is a goal again for 2023, and a system will be put in place to ensure it is achieved this year.

H. Other Business

H.1 Canada Heritage Grant

Grant applications are operational, and therefore within the purview of the CEO. This particular fund requires a resolution from the Board for application.

BMPL-Resolution 2023-011

Moved by Patricia Wright and seconded by Julia Scott, THAT this Board supports the Canadian Heritage application for Truth and Reconciliation Grant 2023. CARRIED.

H.2 Board Assembly

This item was deferred to the February Board Meeting.

I. Roundtable

I.1 Roundtable—General updates by the Board

- 1) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - Council Orientation | January 30 | Council Chambers or Livestream
 - OLBA Bootcamp | February 4 @ 9:00am | Virtual Meeting
 - Council / Board Orientation | February 6 @ 1:00pm | Council Chambers
 - [Exhibit Launch: Celebrating the Colours Black & White](#) | Launches Feb 4 | L.E. Shore

J. Key Messages

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

BMPL-Resolution 2023-012

Moved by Joanne de Visser and seconded by Shawn McKinlay, THAT this Board approve the release of the Key Messages Update-January 2023. CARRIED.

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on February 16, 2023, at 1:00pm.

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

L. Adjourned

BMPL-Resolution 2023-013

Moved by Shawn McKinlay, THAT this Board does now adjourn at 4:34p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Dr. Sabrina Saunders, Board Secretary