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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** September 21, 2023  
**Meeting Time:** 1:00 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:** Julia Scott, Kristina Wichman  
**Staff:** Dr. Sabrina ER Saunders, CEO  
Franz Greenfield, Administrative Assistant

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*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, was called to order by the Chair at 1:06p.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 2023-075**

Moved by Joanne de Visser and seconded by Patricia Wright, THAT the Agenda of September 21, 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. 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 2023-076

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

1. ADM.23.19 entitled “AODA Primer”
2. ADM.23.20 entitled “Action Plan Update-September”
3. ADM.23.21 entitled “CEO Service Update-September”
4. ADM.23.22 entitled “BMPL Charitable Application Update”. CARRIED.

### D. Minutes

#### D.1 Previous Minutes

For the E-Poll minutes of August 29, 2023, an incorrect mover and seconder in the resolution was noted.

#### BMPL-Resolution 2023-077

Moved by Patricia Wright and seconded by Joanne de Visser, THAT this Board approve as circulated the Board Meeting Minutes of August 17, 2023; the Special Board Minutes of August 30, 2023; the E-Poll Minutes of August 29, 2023; and the Closed Meeting Minutes of September 13, 2023. 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, September 18 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

### F.1 Action Plan Updates

1. **Report:** ADM.23.20 entitled “Action Plan Update-September”

This report was reviewed. The Action Plan is 65% complete – 41 of the 80 Action Items have been achieved and 11 are ongoing, meaning that they have been achieved but continue to be a priority for ongoing efforts. Two items were on the agenda for discussion:

- *CH1.1: Facilitate awareness and information gathering on BMPL as a community hub among personal circles.* Board discussion centered on how to achieve this goal. Ideas included emailing personal circles with information on issues that the Board was focusing on, as well as sharing information presented by the Board to Council.
- *OE4.2 Hold Semi-annual informal coffee meetings with Board member and council member.* It was emphasized that these should occur soon to achieve this goal. The CEO offered to assist in booking the meetings.
- Questions arose about other action items, including homebound services (CH2.7), addressing systemic issues (CH1.2), environmental stewardship (OE2.11) and adding an Action Item related to the hiring of the new CEO. The CEO provided clarification on these items.

### F.2 Strategic Plan Pillar: Organizational Excellence

1. **Report:** ADM.23.19 entitled “AODA Primer” [OE1.1, OE3.1]

This report was provided as information on AODA requirements, including the reasoning behind these standards and how they impact the library. The Board approves policies that include these requirements, so they should be aware of this information.

2. **Policy Review:** By-Laws and Governance Review

These policies were reviewed, and several amendments were incorporated.

3. **Policy Review:** Health & Safety and Annual Legislated Review

These policies were reviewed, and several amendments were incorporated.

4. **Policy Review:** Collection and Intellectual Freedom Review

These policies are under the authority of the CEO and do not require Board approval, but the amendments made were presented as information.

#### **BMPL-Resolution 2023-078**

Moved by Patricia Wright and seconded by Joanne de Visser, THAT this Board approve the annual policy review of:

- POL-ADM.2018.47 Work Alone
- POL-ADM.2018.48 Respectful Workplaces
- POL-ADM.2019.01 Fit for Work
- POL-BLG.2018.02 Authority to Establish and Manage a Public Library

- POL-BLG.2018.04 Disqualification of Board Members
- POL-BLG.2018.05 First Meeting of the Board
- POL-BLG.2018.06 Meetings of the Board
- POL-BLG.2018.08 Expenses
- POL-BLG.2018.09 Real Property
- POL-BLG.2018.11 Pension and Sick Leave
- POL-BLG.2018.12 Operational By Laws
- POL-BLG.2018.13 Estimates and Approval of Estimates
- POL-BLG.2018.14 Debentures for Library Purposes
- POL-BLG.2018.15 Grants from Council
- POL-BLG.2018.16 Inspection of Records
- POL-BLG.2018.17 Payments to Boards
- POL-BLG.2018.18 Provincial Powers Over Library & Museum
- POL-BLG.2018.19 Withholding Grant on a Default Board
- POL-BLG.2018.20 Dissolution and Assets of Dissolved Board
- POL-BLG.2018.91 Museum General
- POL-BLG.2018.99 Agenda & Multi-Year Agendas
- POL-BLG.2022.05 BMPL Board Job Description; CARRIED.

#### **BMPL-Resolution 2023-079**

Moved by Patricia Wright and seconded by Joanne de Visser, THAT this Board approve the policy amendments to:

- POL-ADM.2018.45 Commitment to Health & Safety
- POL-ADM.2018.46 Fire-Safety & Emergency Preparedness
- POL-ADM.2018.49 AODA Requirements and Employment of Individuals with Disabilities
- POL-BLG.2018.01 General
- POL-BLG.2018.03 Board Members, Numbers, and Term
- POL-BLG.2018.07 Staff
- POL-BLG.2018.10 Powers and Duties of the Board
- POL-ADM.2018.75-Collection-Policy-General
- POL-SYS.2018.89-Intellectual-Freedom. CARRIED.

5. **Report:** ADM.23.22 entitled “Charitable Application Update

The Board has sought charitable status since 2021, but due to several setbacks (explained in this report) has not yet reached this goal. As of September 19, 2023, the representative for the BMPL’s application is working on what will hopefully be the final CRA submission. Once approved by the Board and submitted, there will be an approximate 8-month wait time while it waits for processing. After the new CEO is appointed, the current CEO has offered to continue to serve an advisory role in this area.

### F.3 Strategic Plan Pillar: Community Hubs

1. **Update:** The Craighleith Station Name Change Public Meeting and Correspondence  
The CEO requested the Town Clerks review their by-laws for information on the legal name of the museum. They found that, legally, the name of this facility is The

Craigleith Station. A name began to be used – The Craigleith Heritage Depot – which stuck, but this is not the legal name of the entity. Therefore, the discussion is not about changing the name from Craigleith Heritage Depot to The Craigleith Station, but to start using the actual, legal name.

There would be no additional cost to correcting the name. The two directional signs at the intersection on Highway 26 are already an annual expense and changing the wording would be included in that expense. The sign in front of the museum is already slated for change due to it having the Town's old logo design. This cost has already been accounted for in the budget.

There was concern from some community members that too much time has been allocated to this issue. However, since the Community requested to be included in discussions, Council is obligated, by policy, to provide community consultation.

2. **Discussion/Update:** Council Response Committee

- i. **BMPL Usage and Needs Assessment Report for Council**  
This document has been circulated to the Board. There were no questions at this time.
- ii. **Multi-Use Feasibility Study**  
The CEO spoke with the Town's CAO about how library services in the East End need to be included in the study, and how the library would like to be a partner in developing this area of the study.
- iii. **Craigleith Working Committee**  
This was a point of confusion that the CEO sought clarification on from the Town. The Craigleith Working Committee is Council's committee. No members have been appointed yet. There is another committee of the same name, The Blue Mountains Ratepayers Association's Craigleith Working Committee. Both committees have the same mandates, but it is unclear what level of collaboration exists between the two. The Board also discussed ensuring providing the same information to both committees.

F.4 **Strategic Plan Pillar: Empowering Services**

1. **Report:** ADM.23.21 entitled "CEO Service Update-September"  
This report was reviewed.

**G. Other Business**

None.

**H. Roundtable**

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

- 1) **Community Updates and News:** none.

- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
- [Fall No-Bake Recipe Series: No-Bake Apple Pie](#) | Sept. 23 @ 10am | L.E. Shore
  - [Exhibit Launch: Divergence & Intersection](#) | Sept. 30 @ 2pm | L.E. Shore
  - [Inuit Culture and Canadian History](#) | Sept. 30 @ 6pm | L.E. Shore
  - [Youth Engagement Committee and Wooden Bracelet DIY](#) | Oct. 12 @ 5pm | L.E. Shore

## I. Key Messages

The key messages were determined by the Board and approved for release.

### BMPL-Resolution 2023-080

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

## J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on October 19, 2023, at 1:00pm.

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

## K. Adjourned

### BMPL-Resolution 2023-081

Moved by the Chair, THAT this Board does now adjourn at 3:22p.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