
The Blue Mountains Public Library Board Meeting

Meeting Date: March 21, 2024
Meeting Time: 1:00 p.m.
Location: Library Boardroom
Posted to [YouTube](#)
Prepared By: Jennifer Murley, CEO/Secretary of the Board

In Attendance: Laurey Gillies (Chair) Julia Scott (Vice Chair)
Joanne de Visser Shawn McKinlay
Marie Swift Carol Sackville-Duyvelshoff
Kristina Wichman

Absent: N/A
Regrets: N/A
Staff: Jennifer Murley, CEO
Franz Greenfield, Administrative Assistant

A. Call to Order

The Board meeting, via Zoom, was called to order by the Vice Chair at 1:02p.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 2024-013

Moved by Joanne de Visser and seconded by Kristina Wichman, THAT the Agenda of March 21, 2024, 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 2024-014

Moved by Kristina Wichman and seconded by Shawn McKinlay, THAT this Board receive as information:

1. *ADM.24.03 entitled “Draft Board Action Plan 2024”*
2. *ADM.24.04 entitled “Draft CEO Action Plan 2024”*

3. *ADM.24.05* entitled “*Joint Multi-Use Recreation Feasibility Study*”
4. *ADM.23.33* entitled “*2024 Continuous Improvement Report*”
5. *ADM.24.06* entitled “*POL-PUB.2024.xx-Respectful Public Interactions*”
6. *ADM.24.07* entitled “*CEO Job Fact Sheet*”
7. *ADM.24.08* entitled “*Ontario Public Library Super Conference: Post Conference Reflection*”
8. *ADM.24.09* entitled “*CEO Service Update-March*”. CARRIED.

D. Minutes

D.1 Previous Minutes

D.2 Business Arising from the Minutes

Business arising from the minutes had been embedded in the meeting’s agenda.

E. Communications with the Board

The deadline for registration was Monday, March 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

Discussion on the following items occurred at the relevant point in the agenda:

1. Email from Kyra Dunlop, Deputy Clerk re: Multi-Use Feasibility Study Committee – Correspondence to Council
2. Email from Joanne Vivona re: Inclusion of CEO on Multi-Use Feasibility Study

BMPL-Resolution 2024-015

Moved by Marie Swift and seconded by Carol Sackville-Duyvelshoff, THAT this Board receive the Correspondence as information. CARRIED.

F. Strategic Plan Updates & Action Items

F.1 Action Planning

1. **Presentation:** Alessia Farris, Curator, *TBM Cultural Map*

The interactive TBM Cultural Map, a joint project with the Town of the Blue Mountains, features cultural, natural, and intangible sites and resources both present and past and will be a useful tool for both locals and tourists alike. The map is being created and managed through the Town’s GIC system, which museum staff are being trained on. Community members will also assist with building the map, identifying features (and the accompanying stories) from their communities that should be included. The grand launch is planned for July 2024. Informational sessions with the public will be held at to be announced dates.

The Board expressed their enthusiasm for the project and the floor was opened to questions. Comments included:

- Need to establish an agreement between the different partners on the project to outline responsibilities, ownership on data, and ensuring the technology used for building the map is maintained. The CEO and Curator will investigate such an agreement.
- Concern about data ownership also raised, specifically about images contributed for the map. The museum has donation forms that cover this liability.

2. **Report:** ADM.24.03 entitled “Draft Board Action Plan 2024”

The draft Board Action Plan was discussed. The Plan has been split into a Board and a CEO Action Plan.

- Overall discussion concluded the need to identify task responsibility (Board versus CEO/staff). Overlap between CEO/Board tasks was noted, so this may require reintegrating the CEO/Board Action Plans into one document.
- Ultimately, additional work is required to finalize the 2024 Action Plan documents.

Highlights of discussion around the Action Plan objectives included:

Maximize Use of Current Space

- Reviewing current space utilization is needed to assure Council, when approached with an expansion request, that current public spaces are being used efficiently.
- Space at the BMPL facilities is already a concern:
 - the CEO noted that with the return of staff from maternity leaves, there will no longer be adequate office space. Therefore, any space assessment should also include office areas. Further, as the community requests more services and programs and additional public will be required.
 - Additionally, teen services cannot be provided without designated space.

Council Supports a Plan for Library Expansion

- The CEO has been appointed on the Multi-Use Recreation Feasibility Study committee.
- It was acknowledged that the conclusion of the study may not be the answer to the library’s space needs, particularly in the short term.
- Council will want to review the completed Feasibility Study (scheduled for Fall 2024) before making any decisions. In the meantime, the Board should ensure an updating [Updated Gap Analysis Feasibility Study](#), determining the service items that need to be prioritized and then synthesizing this information to best present what options are available for expansion and how the current spaces can be efficiently utilized. As part of this, the Board could also identify Town priorities that align with the BMPL’s and highlight that both entities can work together towards the same goal.

- It was also noted that the current draft of the Action Plan represents several years' worth of work, but still provides a helpful outline.

Pay and Internal Equity Are Maintained

- The TBM Compensation Review will be conducted once Council's budget has passed. Councilor Shawn McKinlay confirmed that the library and museum staff are included in the study.

Board One on One Meetings

- It was noted that the Board will need to identify a Council pairing for the new Board member.

Key Community Stakeholders

- The ability to identify community concerns and rally support for library causes is needed. Documents have already been created, which list partnerships at the staff level, as well as some of the Board's connections to Town influencers. Additional work is needed to maintain existing connections, while forging new ones, including conducting a stakeholder analysis.

3. **Report:** *ADM.24.04* entitled "Draft CEO Action Plan 2024"

The Board opted to not approve this document based on the discussion had around the Board's Action Plan. The CEO noted that several items are already in progress and delaying the Plan's approval will not delay that work.

F.2 Strategic Plan Pillar: Community Hubs

1. **Report:** *ADM.24.05* entitled "Joint Multi-Use Recreation Feasibility Study"

- After the Board's request to have the CEO on the Multi-Use Feasibility Study committee was denied, the Board Chair wrote to Council, requesting that they reconsider. In response, at their February 20, 2024, meeting, Council unanimously voted in favor of having the CEO be part of this committee.
- The CEO has since attended one meeting as a member of the committee and was enthusiastic about the group. The committee has reviewed proposals for the study, but no contract has yet been awarded.
- It was emphasized again that the Library should be prepared to present the priorities of the Board in a consistent manner when library input is requested. The study will also have access to the assessments previously completed on library facilities, but it was noted that those should be reviewed to ensure they reflect current priorities. This work should be completed before the summer.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Report:** *ADM.23.33* entitled "2024 Continuous Improvement Report"

At the January 18, 2024, meeting, the Board requested that the report be edited by the Joint Health and Safety Committee (JHSC) for clarity and then be brought back at a future meeting. There was still confusion around why the Board was endorsing the JHSC's goals, which were operational. Governance oversight is needed, but for higher level items, like major injuries and overall organizational risk level – which

are already presented in a different Board report. The Board opted to endorse the goals, but moving forward, this report will not be presented.

BMPL-Resolution 2024-016

Moved by Kristina Wichman and seconded by Laurey Gillies, THAT this Board accept ADM.23.33 entitled “2024 Continuous Improvement Report” as amended; and THAT this Board endorse the health and safety goals outlined in the report. CARRIED.

2. **Report:** *Verbal Report* entitled “*Valuing Ontario Libraries Toolkit (VOLT) Update*”
The Ontario Library Service provided notice that some of VOLT’s formulas were incorrect. The CEO must now download the new template and reenter statistics but has not started this process in case further errors are discovered. However, the CEO may pull data from VOLT that are needed for the Board’s annual report.
3. **Report:** ADM.24.06 entitled “*POL-PUB.2024.xx-Respectful Public Interactions*”
Among other items, this policy addresses the Board’s role in handling complaints. Since there are several other policies that also address this, all these documents will be edited for duplication at the Board’s annual policy review. The Board moved forward with approval to ensure the policy was in place for staff use.

BMPL-Resolution 2024-017

Moved by Laurey Gillies and seconded by Maire Swift, THAT this Board approve POL-ADM.24.06 entitled “*Respectful Public Interactions*” as circulated, pending future clarification of the Board’s role. CARRIED.

4. **Report:** ADM.24.07 entitled “*CEO Job Fact Sheet*”
This report was presented.

BMPL-Resolution 2024-018

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT this Board approve the CEO Job Fact Sheet as amended. CARRIED.

5. **Report:** ADM.24.08 entitled “*Ontario Public Library Super Conference: Post Conference Reflection*”
This report was presented.
6. **Discussion:** *Mid-Term Board Appointment Orientation*
The new Board member, Carol Sackville-Duyvelshoff, had reviewed the Board’s orientation information and confirmed that this was sufficient orientation training.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.24.09 entitled “*CEO Service Update-March*”
The Board noted that the statistics provide are not helpful from a governance perspective and need to be reworked to clearly show the status of the library, as well as how they are connected to the strategic plan. Several Board members offered to assist with this.

2. **Report:** *Verbal Report* entitled “*Ministry of Tourism Culture & Sport Annual Survey*”
This survey is on track to submitted by the deadline in April.

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.
 - [Exhibit Opening: Fusion 5](#) | Opening Reception April 6 from 2-4 pm | L.E. Shore
 - [Youth Wellness Series: Find Your Balance](#) | April 8-29 | L.E. Shore
 - [Poetry with Mary Barnes](#) | April 27 @ 11 am | L.E. Shore
 - [Dyslexia Awareness](#) | May 9 @ 6 pm | L.E. Shore

I. Key Messages

The CEO will draft the key messages and provide them to the Vice Chair, Juila Scott, for review.

BMPL-Resolution 2024-019

Moved by Shawn McKinlay and seconded by Laurey Gillies, THAT this Board approve the release of the Key Messages Update-March 2023. CARRIED.

J. Notice of Meeting Dates

A Committee of the Whole meeting will occur on April 18, 2024. The next regular meeting will occur on May 16, 2024, at 1:00pm.

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

K. Closed Session

K.1. Move Into Closed Session

BMPL-Resolution 2024-020

Moved by Kristina Wichman and seconded by Shawn McKinlay, THAT with regard to section 16.1 (4) of the Public Libraries Act THAT this Board move into closed session to address matters pertaining to personal matters about identifiable individuals. CARRIED.

K.2 Adjournment of Closed Session

BMPL-Resolution 2024-021

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT this Board adjourns from closed session at 4:51 pm; AND that this Board approve all recommendations made in closed session. CARRIED.

L. Adjourned

BMPL-Resolution 2024-022

Moved by Marie Swift and seconded by Kristina Wichman THAT this Board does now adjourn at 4:52 p.m. to meet again at the call of the Chair. CARRIED.

Julia Scott, Chair

Jennifer Murley, Board Secretary