
The Blue Mountains Public Library Board Meeting

Meeting Date: July 25, 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: Marie Swift
Staff: Jennifer Murley, CEO

A. Call to Order

The Board meeting was called to order by the Chair at 1:00 p.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 2024-051

Moved by Julia Scott and seconded by Joanne de Visser, THAT the Agenda of July 25, 2024, be approved as presented. CARRIED.

B.2 Declaration of Pecuniary Interest and General Nature Thereof

None were declared.

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 2024-052

Moved by Shawn McKinlay and seconded by Carol Sackville-Duyvelshoff, THAT this Board receive as information:

1. *ADM.24.23* entitled “Action Plan Update-July.”
2. BMPL Future Story Project Charter
3. *ADM.24.24* entitled “Community Builders’ Webpage Update”
4. *ADM.24.25* entitled “CHD Collection Revitalization”

5. *ADM.24.26* entitled “CEO Service Update-July”
6. *FIN.24.04* entitled “Q2 Financials” CARRIED.

D. Minutes

D.1 Previous Minutes

A minor edit was requested.

BMPL-Resolution 2024-053

Moved by Julia Scott and seconded by Shawn McKinlay, THAT this Board approve the Board minutes of June 20, 2024, as amended. CARRIED.

D.2 Business Arising from the Minutes

None.

E. Communications with the Board

The deadline for registration was Monday, July 22 at 2:00 p.m. No members of the public were present in the Zoom meeting and Facebook live was not working. A recording will be posted to YouTube.

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 Planning

1. **Report:** *ADM.24.23* entitled “Action Plan Update-July”

There was further discussion over how programs are reported, and the actions being taken to meet expansion needs.

CEO Murley mentioned that the Town recently notified staff that the Little Libraries (CH2.2 in the Action Plan) are ready for installation. The CEO also noted that ES1.1 of the Plan regarding the REEL Local History films requires modification as staff were unsuccessful in soliciting interviews required to complete the narrative about the Ski Train. Instead, the documentary will shift to the history of the Station. Finally, the installation of the new public computers is complete.

BMPL-Resolution 2024-054

Moved by Shawn McKinlay and seconded by Kristina Wichman, THAT this Board approve the 2024 Action Plan as amended. CARRIED.

F.2 Strategic Plan Pillar: Community Hubs

1. **Discussion:** SROI & Expansion Project Charter & Next Steps [CH2.1]

Vice-Chair Julia Scott led a discussion about the progress made on the Library's SROI presentation. The data from the November 2023 presentation to Council will be updated to demonstrate continued growth. The slideshow included in the agenda package is the initial draft, and it is expected that there will be multiple versions discussed before a final presentation is ready. The Board also discussed how the SROI presentation and updated space needs data would impact short-term (next 5 years) growth options, while acknowledging that the MURFA would inform the long-term growth of library services (next 10-15 years). Each domain will be reframed to include the SROI calculations, examples of activities, and the benefits under each. The CEO will meet with the SROI committee before the September Board meeting to update the slides for future discussion. The Board agreed that the SROI results should be presented as a deputation before returning to Council to discuss expansion. Expansion discussions will take place after the MURFA results are available. The CEO will update the Project Charter for the next meeting, adding the SROI as a separate presentation.

2. **Update & Discussion:** Multi-Use Recreation Feasibility Study and Focus Group Questions [CH2.1]

The Board reviewed the focus group questions, and the CEO confirmed that all previous studies and reports were shared with the project consultants, Colliers.

The Board scheduled the focus group for Thursday, August 15 at 10:30 am. Members were assigned questions to prepare in advance, and the CEO was instructed to create a shared document for collaborative preparation.

The CEO confirmed that the community survey for the MURFA will launch in August. The Engagement Plan will also be finalized at that time.

3. **Verbal Report:** CEO Update on the Accessibility Feasibility Report [CH2.1]

A draft report was provided by the consultant to the CEO for review. The results were comprehensive, as was expected, and the final draft will be shared with the Board as information.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Discussion:** 2024 Arts & Crafts Walk [OE4.3]

The Board was impressed with the event's success, and discussed ideas to formally thank all those who were involved. The Board requested that the CEO boost the social media post that went out on the Library's Facebook page.

BMPL-Resolution 2024-055

Moved by Shawn McKinlay and seconded by Julia Scott, THAT this Board thank the Library staff and Arts & Culture Council whose efforts made the 2024 Arts & Crafts Walk a successful community event. CARRIED.

2. **Verbal Report:** CEO Update on the Blue Mountains Cultural Map [OE4.2]

The CEO announced that the Cultural Map officially launched with over seventy-five sites posted. The CEO provided a brief demonstration of how to access the map and acknowledged the considerable time and effort Museum staff have put into the project.

3. **Verbal Report:** CEO Update on the TBM Youth Climate Action Fund [OE4]
The CEO is actively participating as a member of the project committee. Additionally, a youth employee from the Library is now part of the selection committee for the project, ensuring that there is a youth voice involved in assessing applications and assisting in the distribution of funds. The committee has reviewed the initial round of applications; however, successful projects will be announced after the second round of applications has been reviewed. Two grant writing workshops took place to discuss project criteria and assist youth in writing strong applications.
4. **Discussion:** CEO Evaluation Process [OE1.1]
The Board discussed the CEO's performance evaluation instrument, noting that the evaluation would take place in November. An evaluation committee will be appointed in September, along with a proposed evaluation matrix for the Board.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.24.18 entitled "*Community Builders Webpage Update*" [ES3.1]
The CEO announced that the Community Builders webpage will be relaunched as a pilot program on Monday, July 29. For-fee services are not part of the program. Those interested in for-fee services will be redirected to the Town's Business Directory. Success will be measured based on community interest and those who are enthusiastic about sharing skills with others. This is a volunteer-based program, so information about the program will be listed on the volunteer page of the website. The program is to be used at your own risk, and the Library will vet applicants and assess the risks associated with certain skills using the program guidelines and referencing Library policy as needed.
2. **Report:** ADM.24.25 entitled "*CHD Collection Revitalization*" [ES1]
The CEO and the Museum Curator announced that the Museum would be temporarily closing to enhance the storage, navigation, and accessibility of the collection, emphasizing that the closure will be more of a benefit than hinderance to the community. Staff health and safety is also a priority that this project will address. An extensive communications plan is in development, and ample notice will be provided to Library and Town staff, Council, and the public.
3. **Report:** ADM.24.26 entitled "*CEO Service Update-July*"
The CEO emphasized the significant amount of news coverage the Library received in June and July. She also recognized the Museum Curator's incredible effort in engaging and educating the community about the Cultural Map. There was a brief discussion on marketing metrics.

G. Other Business

G.1 Verbal Report: CEO Update on the 2025 Draft Budget

Library staff has not received any communication from the Town regarding changes to the funding agreement. The 2025 budget will be developed based on this agreement, which amounts to 6% of this year's tax levy. The CEO has expressed concerns about the sustainability

of the Arts Walk, as costs are increasing, and the budget will be stretched due to wage increases. The Board has requested that the first draft of the 2025 budget be presented early, at the September meeting.

G.2 Report: FIN.24.03 entitled “Q2 Financials”

Concern was noted about how the market analysis was presented to Council. The Board was not consulted regarding the use of anticipated surplus funds for Library staff wages. The surplus is under the discretion of the Board, and funds have already been designated for wages until 2026. Changes to the MOU were discussed, as well as Sunday hours. The CEO anticipates that the Library will exceed the budget in certain areas, specifically programming and the audit, but will stay under budget in other areas. It remained undetermined whether additional funding requests will be needed.

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.

I. Key Messages

The CEO will draft the key messages and provide them to the Chair, Laurey Gillies, for review.

BMPL-Resolution 2024-056

Moved by Carol Sackville-Duyvelshoff and seconded by Kris Wichman, THAT this Board approve the release of the Key Messages Update-July 2024. CARRIED.

J. Notice of Meeting Dates

A special meeting of the Board will take place at 10:30 am on August 15, 2024. The next regular meeting will occur on September 19, 2024, at 1:00pm.

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

K. Adjourned

BMPL-Resolution 2024-057

Moved by Laurey Gillies THAT this Board does now adjourn at 5:15 p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Jennifer Murley, Board Secretary