
The Blue Mountains Public Library Board Meeting

Meeting Date: October 17, 2024
Meeting Time: 1:00 p.m.
Location: Library Boardroom
Broadcast Live on Facebook
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
Kristina Wichman Carol Sackville-Duyvelshoff

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 Chair at 1:01p.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 2024-070

Moved by Julia Scott and seconded by Shawn McKinlay, THAT the Agenda of October 17, 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 2024-071

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

- 1) *ADM.24.30 entitled “Action Plan Update-October”*
- 2) *ADM.24.31 entitled “Accessibility Report”*
- 3) *ADM.24.32 entitled “IDEA Committee Update”*

- 4) ADM.24.33 entitled “Regional/Provincial Committees Report”
- 5) ADM.24.34 entitled “CEO Service Update-October”
- 6) FIN.24.04 entitled “Q3 Financials”
- 7) FIN.24.05 entitled “2025 Draft Budget”. CARRIED.

D. Minutes

D.1 Previous Minutes

Minor edits were incorporated.

The Board are still welcome to send CEO Murley questions on the 2023 audit, which will be forwarded Monica Quinlan, Treasurer for the Town.

BMPL-Resolution 2024-072

Moved by Carol Sackville-Duyvelshoff and seconded by Shawn McKinlay, THAT this Board approve the Board minutes of September 19, 2024, as amended. CARRIED.

D.2 Business Arising from the Minutes

None arose.

E. Communications with the Board

The deadline for registration was Monday, October 14 at 2:00p.m.

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.24.30 entitled “Action Plan Update-October”
This report was reviewed.

Regarding *OE1.3 Maintain Board Competency*, the Board discussed training completed in 2024, as well as training to be achieved. The Board should notify CEO Murley of any completed training to ensure the Action Plan is updated accurately.

F.2 Strategic Plan Pillar: Community Hubs

1. **Report:** ADM.24.31 entitled “Accessibility Report”
Completed by Unity Design Studio, this assessment identifies accessibility strengths and weaknesses at the L.E. Shore branch. Although the report notes that the branch

meets minimum requirements, it also stresses that doing so does not necessarily reflect an accessible and inclusive building.

The report can be used for a variety of ventures, including strengthening grant applications for infrastructure funds and supporting various capital projects. In addition, once the results of the MURFA are released in December, the Board can strategize how to present the report's findings in conversations with Council about expansion.

CEO Murley will meet with the Manager of Facilities and Fleet for the Town, to review the consultants' findings and complete the following:

- Identify accessibility needs for prioritization in the 2025 budget.
- Establish the Town and Library's respective financial responsibilities.
- Identify and compare the cost of addressing these issues individually versus expanding the L.E. Shore branch.

The Board requested that a staff report be drafted for their review.

2. **Verbal Report:** CEO Update on the Multi-Use Recreation Feasibility Assessment [CH2.1]

A joint Council meeting between the Towns of Collingwood and The Blue Mountains will occur on October 30 at 5pm. The Assessment's consultants will focus on providing an update on the project and a high-level review of feedback from community consultation. The final report will be presented in December. The CEO noted that the project is on track with no delays expected. The Board will receive a formal invitation to attend the October 30 meeting.

3. **Report:** ADM.24.32 entitled "IDEA Committee Update"

This report was reviewed. The Board acknowledged the significant progress made by the committee, especially considering its recent formation, and commended CEO Murley for her leadership as its co-chair.

BMPL-Resolution 2024-073

Moved by Joanne de Visser and seconded by Julia Scott, THAT the Board commend CEO Murley for her leadership on the Town of the Blue Mountains' IDEA Committee. CARRIED.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Verbal Update:** Board Evaluation Process [OE1.1]

Since the September meeting, CEO Murley transposed the CMHA questionnaire template to Survey Monkey – a digital survey platform. The questionnaire was reviewed by Julia Scott who requested a reference be added to acknowledge the questions were adapted from a CMHA questionnaire.

The survey will be released to the Board for completion prior to their November meeting, when they will review its results.

2. **Report:** ADM.24.33 entitled "Regional/Provincial Committees Report" [OE 1.2]

This report was reviewed.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.24.34 entitled “CEO Service Update-October”
This report was reviewed.

G. Other Business

G.1 **Report:** FIN.24.04 entitled “Q3 Financials”

In this report, a new account, “Annual Surplus Reserve” was listed under section “E. Current Standing of the Accounts and Funds”, which sits at \$415,000.00 (as of December 31, 2023). Although it has always existed, this is the account’s first appearance in this particular report. Each year, the Annual Surplus Reserve collects any rollover from the previous budget and is used to offset the annual budget deficit. This deficit is projected to be an annual occurrence until 2029. The Reserve has steadily increased for a variety of reasons, including staff leaves and delayed projects. CEO Murley confirmed that the surplus of \$415,000.00 would balance the budget through until the terms of the Funding Agreement are reviewed (end of 2028), with funds still left over, even with no additional rollover.

While the reserve is large and could be utilized for different projects and needs (beyond the confines of the annual budget), CEO Murley cautioned that its primary purpose is to balance the budget, noting other accounts that funds could be pulled from.

Discussion around investment occurred, with the Board noting several accounts that could be invested. CEO Murley will seek advice from the Town’s financial team before providing recommendations.

G.2 **Report:** FIN.24.05 entitled “2025 Draft Budget”

The Board discussed changing fund amounts for particular budget lines. However, based on the understanding that the budget could be amended at any time, the Board passed the budget with only minor edits:

- For the line regarding Board training, the amount was increased from \$2000.00 to \$2,500.00 to better support 2025 training goals.
- The Board also requested that, under the section of the budget entitled “Summary of Proposed Budget”, a line be incorporated to express the annual budget deficit and how the Board would be covering it through the Annual Surplus Reserve account.

It was noted that the majority of future amendments should be made prior to the budget’s presentation to Council to ensure the most accurate version is reviewed.

CEO Murley also discussed the renovation of the front lawn sign at the L.E. Shore branch, a project undertaken in collaboration with the library’s Arts & Culture Council (ACC). The goal is to complete the renovation in 2025, but it has not been included in the budget yet as quote has not been received. The Board will be kept updated on this venture.

BMPL-Resolution 2024-074

Moved by Kristina Wichman and seconded by Julia Scott, THAT this Board receive the 2025 Draft Budget as amended. CARRIED.

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:
 - [Local History Talk: Our Communities](#)
Saturday, October 19 | 11:00 am -12:30 pm | L.E. Shore Library
 - [Escape Room: Once Upon a Midnight Dreary](#)
Thursday, October 24 | 7-8:30 pm | L.E. Shore Library
 - [An Art Critique Workshop with Michelle Fleming](#)
Saturday, October 26 | 2-4pm | L.E. Shore Library
- 3) Chair Gillies noted that she would not be running for Board Chair at the Board’s annual Chair/Vice Chair elections in November.

I. Key Messages

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

BMPL-Resolution 2024-075

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT this Board approve the release of the Key Messages Update-October 2024. CARRIED.

J. Notice of Meeting Dates

A special meeting of the Board will take place on November 7, 2024, at 1:00 p.m. in the L.E. Shore Boardroom. The next regular Board Meeting is scheduled for November 21, 2024, at 1:00 p.m. in the L.E. Shore Boardroom.

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

K. Closed Session

BMPL-Resolution 2024-076

Moved by Carol Sackville-Duyvelshoff 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 an identifiable individual. CARRIED.

The Board returned to open session at 4:01 p.m.

L. Adjourned

BMPL-Resolution 2024-077

Moved by the Chair, THAT this Board does now adjourn at 4:05 p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Jennifer Murley, Board Secretary