
The Blue Mountains Public Library Board Meeting

Meeting Date: November 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
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 was called to order by the Chair at 1:00p.m.

Kristina Wichman joined the meeting via Microsoft Teams.

B. Agenda

B.1 Approval of the Agenda

The Closed Session portion of the agenda was moved to the top of the meeting.

BMPL-Resolution 2024-078

Moved by Carol Sackville-Duyvelshoff and seconded by Marie Swift, THAT the Agenda of November 21, 2024, be approved as amended, including any items added to the Agenda. CARRIED.

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

C. Closed Session

C.1 Move Into Closed Session

BMPL-Resolution 2024-079

Moved by Joanne de Visser 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 conduct the CEO's annual evaluation. CARRIED.

The Board moved into Closed Session at 1:04pm.

C.2 Adjournment of Closed Session

The Board returned to Open Session at 1:40pm.

On behalf of the Board, the Chair commended the CEO on her achievements, her ability to hit the road running, and her significant relationship building skills.

D. 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 2024-080

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

1. ADM.24.35 entitled “Action Plan Update-November”;
 2. ADM.24.36 entitled “Policy Review”;
 3. ADM.24.37 entitled “Security Camera Policy”
 4. ADM.24.38 entitled “Museum Collections Policy – New & Deaccession Request”;
 5. ADM.24.39 entitled “2025 BMPL Holiday Schedule”;
 6. ADM.24.40 entitled “CEO Service Update-November”;
 7. GOV.24.11 entitled “Board Evaluation Report 2024”;
- CARRIED.

E. Minutes

E.1 Previous Minutes

BMPL-Resolution 2024-081

Moved by Shawn McKinlay and seconded by Marie Swift, THAT this Board approve the minutes of October 17, 2024, as circulated. CARRIED.

E.2 Business Arising from the Minutes

None.

F. Communications with the Board

The deadline for registration was Monday, November 18 at 2:00p.m.

F.1 Deputations

None.

F.2 Public Input on the Agenda

No members of the public were present.

F.3 Correspondence

1. Canadian Federation of Library Association’s Fall Newsletter
This correspondence was presented as information.

2. Canadian Rail Magazine – September-October 2024 Issue
This correspondence was presented as information.

G. Strategic Plan Updates & Action Items

G.1 Action Planning

1. **Report:** ADM.24.35 entitled “Action Plan Update-November”
CEO Murley gave an update on outstanding items for 2024, several of which will be rolled into 2025. Of specific note:
 - **OE3.1 – Finalize Charitable Status:** Once CEO Murley can gain access to the Library’s online CRA account the appropriate paperwork will be submitted to complete the process of obtaining charitable status. Due to the administrative delays in 2024, completion of this item is anticipated for 2025.
 - **CH1.2 – Audit of GLAM spaces for accessibility:** A report on accessibility issues at both facilities, with accompanying recommendations, is anticipated to be ready for the Board’s January meeting.

[Kristina Wichman left the meeting]

G.2 Strategic Plan Pillar: Community Hubs

1. **Verbal Report:** CEO Update on the Multi-Use Recreation Feasibility Assessment
Presentation of this study’s final report will occur (tentatively) on December 12, 2024. CEO Murley will notify the Board once the date is confirmed. CEO Murley noted that the project is still on schedule.

G.3 Strategic Plan Pillar: Organizational Excellence

1. **Report:** GOV.24.11 entitled “Board Evaluation Report 2024”
The survey tool used to complete this self-evaluation was completed by all members. The Board reviewed items that were rated lower on the survey’s rating scale. Overall, no significant concerns were noted, and the overall effectiveness of the Board was rated as “very good” (highest rating available in the survey).
2. **Report:** ADM.24.36 entitled “Policy Review”
The Board reviewed changes made to these policies, suggesting several edits.

BMPL-Resolution 2024-082

Moved by Joanne de Visser and seconded by Marie Swift, THAT this Board approve the following policies as amended:

- POL-PUB.2018.59 Cost Recovery Services;
- POL-ADM.2018.35 Vacation with Pay;
- POL-PUB.2018.65 Rights & Responsibilities of BMPL Users;
CARRIED.

3. **Report:** ADM.24.37 entitled “Video Surveillance Policy”
This policy was reviewed.

BMPL-Resolution 2024-083

Moved by Julia Scott and seconded by Carol Sackville-Duyvelshoff, THAT this Board adopt the Town of The Blue Mountains Video Surveillance Policy POL.ADM.21.01; AND THAT this Board direct the Library CEO to collaborate with the Manager of IT to update the policy incorporating specifics relevant to the Library. CARRIED.

4. **Report:** ADM.24.38 entitled “Museum Collections Policy – New & Deaccession Request”

Alessia Farris, Curator for the Museum at the Craigleith Heritage Depot (CHD), presented this policy and requested that the Board approve the deaccession (removal) of the following items from the CHD’s collection:

- Seven windows
- 1 door

These items were selected for removal for several reasons, including a question around their historical relevance, the fact that the items are a duplication of other artifacts and the lack of storage space available. In addition, the items have deteriorated to a point beyond repair and pose a safety risk to staff.

Disposal options include donating the items to another museum or taking them to the local dump. The Curator noted that the items would not be sold by the CHD for a variety of reasons, including the fact of it being inappropriate to sell items that were entrusted to the CHD.

BMPL-Resolution 2024-084

Moved by Carol Sackville-Duyvelshoff and seconded by Marie Swift, THAT this Board approve the Museum Collections Policy as presented/amended; AND THAT this Board approve the deaccession of seven (7) windows and one (1) door donated to the Museum by the Craigleith Heritage Committee. CARRIED.

5. **Report:** ADM.24.39 entitled “2025 BMPL Holiday Schedule”
This report was presented.

BMPL-Resolution 2024-085

Moved by Shawn McKinlay and seconded by Julia Scott, THAT this Board approve the 2025 BMPL Holiday Schedule as presented. CARRIED.

6. **Update & Discussion:** Ontario Library Service (OLA) Board Assembly Rep
[Shawn McKinlay left the meeting]

Marie Swift attended and provided highlights from the presentation, noting that recordings of OLA training sessions are available online. Future Board learning opportunities were also highlighted, which CEO Murley will email to the Board following the meeting.

Marie Swift was selected to be the rep at the 2025 OLA Board Assembly meetings.

BMPL-Resolution 2024-086

Moved by Julia Scott and seconded by Joanne de Visser, THAT this Board appoint Marie Swift as the 2025 OLA Board Assembly Rep. CARRIED.

7. **Verbal Update:** Staff Representation at the 2025 Ontario Library Conference
Several library personnel will be presenting at the 2025 conference:
 - CEO Murley will be working with the Collingwood library CEO and the directors of both the Collingwood and Blue Mountains municipalities, for a presentation on municipal/library collaboration, highlighting the Multi-Use Recreation Feasibility Assessment.
 - Ashley Prince, the library’s digital literacy coordinator, will lead a session based on her experiences providing patron tech help.
 - Chair Laurey Gillies, alongside former Blue Mountains Public Library CEO Sabrina Saunders, will present on the MOU between the library and Town of the Blue Mountains.
8. **Discussion:** 2025 Ontario Library Super Conference Delegates
The Board explored the option of sending several Board members, pending their interest and availability. CEO Murley will send out more information following the meeting.

G.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.24.40 entitled “CEO Service Update-November”
This report was reviewed.

H. Other Business

None noted.

I. Roundtable

I.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 was provided.

J. Key Messages

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

BMPL-Resolution 2024-087

Moved by Julia Scott and seconded by Joanne de Visser, THAT this Board approve the release of the Key Messages Update-November 2024. CARRIED.

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on January 16, 2024, at 1:00pm.

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

L. Election of Chair & Vice Chair

Chair Gillies relinquished the meeting to CEO Murley to conduct this annual election.

Chair Gillies had previously notified the Board of her intention to step down from the Chair role. Before proceeding, CEO Murley thanked Laurey Gillies, for her contributions as Chair, highlighting Laurey's integral role during CEO Murley's first year with the library.

Julia Scott was nominated as Chair, with no other nominations occurring.

BMPL-Resolution 2024-088

Moved by Maire Swift and seconded by Carol Sackville-Duyvelshoff, THAT this Board appoint Julia Scott as Chair of the Blue Mountains Public Library Board for a one-year term or until the next election. CARRIED.

Joanne de Visser was nominated as Vice-Chair, with no other nominations occurring.

BMPL-Resolution 2024-089

Moved by Carol Sackville-Duyvelshoff and seconded by Marie Swift, THAT this Board appoint Joanne de Visser as Vice-Chair of the Blue Mountains Public Library Board for a one-year term or until the next election. CARRIED.

M. Adjourned

BMPL-Resolution 2024-090

Moved by Marie Swift and seconded by Joanne de Visser, THAT this Board does now adjourn at 4:09p.m. to meet again at the call of the Chair. CARRIED.

Julia Scott, Chair

Jennifer Murley, Board Secretary