

---

## The Blue Mountains Public Library Board Meeting

**Meeting Date:** March 13, 2025  
**Meeting Time:** 1:00 p.m.  
**Location:** Library Boardroom  
Posted to [YouTube](#)  
**Prepared By:** Jennifer Murley, CEO/Secretary of the Board

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

**Absent:** N/A  
**Regrets:** Laurey Gillies, Shawn McKinlay  
**Staff:** Jennifer Murley, CEO  
Franz Greenfield, Administrative Assistant

---

### A. Call to Order

#### A.1 Moment of Reflection

The Board meeting was called to order by the Chair at 1:01p.m. A moment of reflection was observed.

#### A.2 Indigenous Acknowledgement Statement

The Chair read the Indigenous Acknowledgement Statement.

#### A.3 Public Announcement

None – no members of the public were present.

### B. Agenda

#### B.1 Approval of the Agenda

Approval of the library's 2025 budget was added under *F3 – Strategic Plan Pillar: Organizational Excellence*.

#### **BMPL-Resolution 2025-010**

Moved by Carol Sackville-Duyvelshoff and seconded by Kristina Wichman, THAT the Agenda of March 13, 2025, 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 2025-011**

Moved by Marie Swift and seconded by Joanne de Visser, THAT this Board receive as information:

1. ADM.25.06 entitled *“2025 Draft Action Plan”*
  2. ADM.25.07 entitled *“Accessibility Report”*
  3. ADM.25.08 entitled *“2024 Risk Assessment Report”*
  4. ADM.25.09 entitled *“Ontario Public Library Super Conference: Post Conference Reflection”*
  5. FIN.25.01 entitled *“Finance Report of Q4 2024”*
  6. ADM.25.10 entitled *“CEO Service Update-March”*
- CARRIED

**D. Minutes**

- D.1 Previous Minutes

**BMPL-Resolution 2025-012**

Moved by Carol Sackville-Duyvelshoff and seconded by Kristina Wichman, THAT this Board approve the minutes of January 16, 2025, as circulated; and THAT this Board approve the minutes of the February 13, 2025, Committee of the Whole meeting as circulated. CARRIED.

- D.2 Business Arising from the Minutes  
None.

**E. Communications with the Board**

The deadline for registration was Monday, March 10 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.25.06 entitled “2025 Draft Action Plan”

This document has been given a new format, departing from previous plans’ layout and organization. The Board provided edits and planned to provide any remaining feedback between now and the April meeting, when the plan will be formally approved.

*[The Board took a break from 2:26-3:32 p.m.]*

### F.2 Strategic Plan Pillar: Community Hubs

#### 1. **Report:** ADM.25.07 entitled “Accessibility Report”

Following accessibility assessments conducted at the L.E. Shore Library and Craighleith Heritage Depot branches, the Board was provided with a list of identified issues that can be addressed within the Town and Library's budgets for 2025 and 2026. CEO Murley emphasized that although both facilities meet the minimum accessibility requirements of the AODA, compliance with these basic standards does not imply that all accessibility concerns have been resolved.

#### **BMPL-Resolution 2025-013**

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT this Board direct the CEO to move forward with BMPL-identified accessibility improvements outlined in staff report ADM.25.07 within the 2025 budget, AND direct the Library CEO to work with Town staff on Town-identified accessibility improvements. CARRIED.

#### 2. **Verbal Report:** CEO Update on the Multi-use Recreation Feasibility Assessment (MURFA)

The final report is currently under review, and a date for its presentation at a joint Council meeting between Collingwood and the Town of The Blue Mountains has yet to be scheduled.

#### 3. **Verbal Report:** CEO Update on the Youth Climate Action Fund (YCAF)

Round two applications are currently being accepted. Grant writing workshops are scheduled to take place at both the Blue Mountains and Meaford Public Libraries. Additionally, on March 18, the BMPL CEO will co-lead a civic engagement workshop at the Meaford high school, which will include a key-note speaker presentation, as well as a “how to” in project proposal writing. Another grant-writing workshop will take place at the high school in Owen Sound on the same day.

### F.3 Strategic Plan Pillar: Organizational Excellence

#### 1. **Discussion:** Protocol for receiving staff reports

Further discussion will occur at the April Board meeting, when all members are present. Two points of confusion with staff reports were identified:

- Managing reports that are released publicly before a meeting but revised during the meeting (creating two versions of the same report).

- The process of accepting reports as information and whether reports to be received as information should be distinguished from reports to be approved.
2. **Report:** ADM.25.08 entitled *“2024 Risk Assessment Report”*  
This report was presented as information.
  3. **Report:** ADM.25.09 entitled *“Ontario Public Library Super Conference: Post Conference Reflection”*  
This report was presented as information.
  4. **Report:** FIN.25.01 entitled *“Finance Report of Q4 2024”*  
The Board directed CEO Murley to prepare investment options for the Land Reserve Fund, which matures in April 2025, as well as the Open Reserve Fund. The Open Reserve Fund is not currently being invested, but CEO Murley cautioned that this may have been a historic decision to maintain accessibility of the fund. Further discussion will occur at the Board’s April meeting.
  5. **Discussion:** Approval of 2025 Library Budget  
The draft budget was presented to the Board at their meeting on October 17, 2024, but was not formally approved. Since then, a single financial change was incorporated, which increased the Board budget line from \$2000.00 to \$2500.00. In addition, formatting updates were applied, and the transfer from the reserve fund is now more clearly identified.

The Board considered adding the renovation of the L.E. Shore Library branch's front lawn sign but ultimately chose not to. Additional quotes are required, which will help guide future discussions on the possibility of using reserve funds.

#### **BMPL-Resolution 2025-014**

Moved by Joanne de Visser and seconded by Carol Sackville-Duyvelshoff, THAT this Board approve the 2025 draft budget as amended. CARRIED.

6. **Discussion:** 2025 Town Budget  
On behalf of the Board, Joanne de Visser had reviewed the Town’s 2025 Budget and noted that there were no concerns from the BMPL’s perspective.

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

1. **Verbal Update:** TBM Tourism Strategy  
CEO Murley noted that she and Alessia Farris (Museum Curator) have a meeting in March with the Town’s consultants, with the aim of better incorporating the GLAM within the Town’s tourism strategy.
2. **Report:** ADM.25.10 entitled *“CEO Service Update-March”*  
This report was presented as information

#### **G. Other Business**

None.

## H. Roundtable

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

#### 1) Community Updates and News:

- [TBM Newsletter Issue 13 \(February 2025\)](#)
- [CBC News Article \(February 28\): Ontario Librarians Say They Have to be Ready Amid Growing Calls in U.S. to Ban Books](#)
- [Youth Climate Action Fund Now Accepting Round 2 Applications \(February 26, 2025\)](#)

#### 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.

- [March Break at BMPL](#)
  - i. Paint Jam with Tyler Boyle: Monday, March 10 | 11 am- 1pm
  - ii. Tissue Paper Canvas Art: Tuesday, March 11 | 11am-12 pm
  - iii. Mosaic Bead Sun Catcher: Wednesday, March 12 | 11 am-12pm
  - iv. Teen Escape Room: The Lost Masterpiece: Thursday, March 13 | 7-8:30 pm
  - v. Storytime, Finger Painting, and Bestie Bracelets: Friday, March 14 | 11 am-12 pm
- [Youth Climate Action Funding Grant Writing Workshop](#)  
Tuesday, March 11 | 5-6:30 pm | L.E. Shore Library
- [Exhibit Opening: Garden Stories](#)  
Saturday, March 15 | 2-4 pm | The Gallery at L.E. Shore
- [Declutter with House n'Order](#)  
Friday, March 21 | 11 am – 12 pm | L.E. Shore Library
- [Death Café](#)  
Wednesday, March 26 | 7-9 pm | L.E. Shore Library

## I. Key Messages

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

### **BMPL-Resolution 2025-015**

Moved by Carol Sackville-Duyvelshoff and seconded by Marie Swift, THAT this Board approve the release of the Key Messages Update-March 2025. CARRIED.

## J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on April 17, 2025, at 1:00pm in the L.E. Shore Boardroom.

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

## K. Adjourned

### **BMPL-Resolution 2025-016**

Moved by Kristina Wichman, 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