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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** April 17, 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~~  
Shawn McKinlay

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

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### A. Call to Order

#### A.1 Moment of Reflection

The Board meeting, via Zoom, 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

### B. Agenda

#### B.1 Approval of the Agenda

##### **BMPL-Resolution 2025-017**

Moved by Carol Sackville-Duyvelshoff and seconded by Kristina Wichman, THAT the Agenda of April 17, 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 2025-018

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

1. *2025 Draft Action Plan*
2. *ADM.25.11 entitled “2024 Annual Report”*
3. *ADM.25.12 entitled “Community Builders Program Update”*
4. *ADM.25.13 entitled “CEO Service Update-April”*
5. *FIN.25.02 entitled “Finance Report of Q1 2025”. CARRIED.*

### D. Minutes

#### D.1 Previous Minutes

The minutes of the Board’s March 20, 2025, meeting were reviewed and approved as presented.

#### BMPL-Resolution 2025-019

Moved by Shawn McKinlay and seconded by Kristina Wichman, THAT this Board approve the minutes of the March 20, 2025, Board meeting. CARRIED.

#### D.2 Business Arising from the Minutes

None.

### E. Communications with the Board

The deadline for registration was Monday, April 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. **Discussion:** *2025 Draft Action Plan*

Additional revisions have been made since the draft action plan was last reviewed at the March 2025 meeting. The Board reviewed the updated version, made further edits, and approved the document. It was noted that a working group will be needed to continue developing the plan’s goals. Participants and meeting dates for the working group will

be determined following today's meeting. The results of the group's efforts will be presented at the Board's June meeting.

#### **BMPL-Resolution 2025-020**

Moved by Shawn McKinlay and seconded by Carol Sackville-Duyvelshoff, THAT this Board approve the 2025 Action Plan as amended. The Board recognizes that some goals are currently placeholders until confirmed by a working group. CARRIED.

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

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

A tentative date of May 14 at 5:00 p.m. has been set for a joint meeting between the Councils of the Town of The Blue Mountains and the Town of Collingwood to present the final MURFA report. The report will be received for information purposes only, and no decisions will be made during this meeting.

CEO Murley noted that she had reviewed the final report and additional feedback was incorporated.

After the joint session, each Council will convene separately to review the report and determine their respective courses of action. The Board also planned to hold their own discussions to determine next steps.

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

CEO Murley co-lead a civic-engagement workshop at the Meaford high school, with over 50 students attending. The day involved a presentation from a key-note speaker, as well as a walkthrough of the application process. A similar workshop was held at the Owen Sound high school. Since then, the YCAF Committee convened to assess the latest round of applications, which saw an increase in submissions compared to the initial intake.

#### **3. Discussion: Little Free Library Locations**

Feedback was received indicating that the current location of Ravenna's Little Free Library is difficult to access and maintain during the winter months. A suggestion was made to relocate it to the Ravenna mailboxes, which would improve accessibility and facilitate winter maintenance by Town staff. CEO Murley will follow up with the Town to discuss this option.

CEO Murley noted that the Little Free Libraries have been successful, with both the library and pantry portions being used. Beaver Valley Outreach manages the pantry of each location, and library staff make semi-regular checks on the library.

The project's partners have expressed interest in introducing new locations. The Board directed CEO Murley to present a report at their September meeting, including recommendations for next steps on this venture.

#### **4. Verbal Report: Pilot Project: Extension of CHD Hours**

A grant has been secured to fund a 26-week internship at the museum. With this additional staff member, the museum can open an hour earlier through the term of the internship with no budget impact. The change in hours will begin after the May long weekend. Visitor traffic will be tracked to assess whether opening an hour earlier is necessary.

5. **Discussion:** Space Utilization Study

CEO Murley obtained a copy of the Hamilton Public Library's Space Utilization Study, which the Board reviewed as part of this meeting's discussions. While much of the report was not directly applicable to the Blue Mountains Public Library due to differences in scale, it proved useful in guiding next steps for the library's own Space Utilization Study.

The Board directed CEO Murley to begin developing a Request for Proposals (RFP) to engage a consultant for the study. The RFP should outline the library's priorities—as identified in the Gap Analysis Report and Accessibility Report—and the desired outcomes of the study. The overarching goal is to optimize the library's existing spaces. It was also noted that while optimizing current spaces is a practical short-term solution, it does not replace the need for continued advocacy around expansion and the MURFA project.

CEO Murley was asked to bring a draft of the RFP to the Board's May meeting. Chair Scott offered to assist in its development.

**BMPL-Resolution 2025-021**

Moved by Kristina Wichman and seconded by Carol Sackville-Duyvelshoff, THAT this Board direct the Library CEO to draft an RFP to undertake a space utilization study of the L.E. Shore Memorial Library with recommendations on how to maximize existing space. CARRIED.

F.3 Strategic Plan Pillar: Organizational Excellence

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

This was a follow-up for a discussion occurring at the Board's March meeting. Member McKinlay provided guidelines based on the Town Council's process:

- All verbal and written reports should be received as information, regardless of whether they are on the agenda for action.
- If a report contains errors, they should be noted in the minutes. The report is not republished. If the errors are serious, the Board should make a motion to have the CEO bring a corrected report at the following meeting.

2. **Report:** ADM.25.11 entitled "2024 Annual Report"

A number of edits were requested:

- Under the community hubs section, add a clause to the final quote about tech help to clarify that the referenced "Ashley" is a staff member.
- Under the statistics section, highlight the percentage of the population that holds a library card.

Following approval, the CEO will present the report to Town Council at a to be determined date.

#### **BMPL-Resolution 2025-022**

Moved by Joanne de Visser and seconded by Kristina Wichman, THAT this Board approve the 2024 Annual Report as amended. CARRIED.

*[The Board took a break from 2:36-2:41p.m.]*

3. **Report:** FIN.25.02 entitled “Finance Report of Q1 2025”

The Board reviewed the report in detail, with specific decisions made around the Surplus Reserve Fund and Land Reserve Fund, as well as timing for future financial discussions:

- **Surplus Reserve Fund:** the Board directed CEO Murley to include this amount on future financial reports (currently not listed).
- **Land Reserve Fund:**
  - This amount currently resides in a GIC, which matures on April 28, 2025. The Board directed CEO Murley to reinvest it into a GIC with a term of 14 months.
  - The Board requested a term of reference and conditions for each account and fund. CEO to source and provide for the July meeting for further discussion.
- **Future Financial Discussions:** at the Board’s July meeting, further discussion will occur around the library’s different financial reserves and options for utilizing them.

#### **BMPL-Resolution 2025-023**

Moved by Joanne de Visser and seconded by Carol Sackville-Duyvelshoff, THAT this Board direct the CEO to reinvest the funds from the GIC that is maturing April 28, 2025, into a 14-month GIC rate at the time of reinvestment. CARRIED.

4. **Discussion:** Strategic Planning Process & Options

With the current four-year strategic plan set to conclude in 2026, the Board discussed whether developing a new plan every four years is necessary. Key points from the discussion included:

- Instead of creating a completely new plan, targeted updates could be made through focused consultations.
- A new strategic plan may only be needed in response to significant changes.
- Four years is often insufficient to fully realize the goals of a strategic plan.

The Board requested CEO Murley to present a report at the June meeting outlining options for future strategic planning.

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

1. **Report:** ADM.25.12 entitled “Community Builders Program Update”

This report was presented as information.

This program was launched in 2024, and despite active promotion, has seen little activity. Library staff intend to continue the program for another six months, during which they will explore opportunities for reimagination. At the end of six months, the program will be reassessed, and a decision will be made about discontinuing it.

2. **Report:** ADM.25.13 entitled “CEO Service Update-April”

This report was presented as information.

It was requested that the Manager of Community Engagement provide a fundraising plan for the Board’s information (to be presented at the May meeting). The Board also requested that, for all reports, staff position titles be used in place of individual names (for privacy purposes).

## **G. Other Business**

None.

## **H. Roundtable**

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

1) Community Updates and News:

- CBC News Article (March 28, 2025) [Book Industry Fears Canada’s Proposed Counter-Tariffs Against U.S.-Printed Books Will Do More Harm Than Good](#)
- CBC News Article (April 14, 2025) [Tariffs Aren’t Targeting Books, but Economic Chaos is Having a Chilling Effect on N.L. Publishers](#)
- Collingwood Today (April 9, 2025) [Collingwood Could Be Getting Strong Mayor Powers](#)
- [TBM Volunteer Fair](#)  
Wednesday, April 30 | 4-7 pm – Beaver Valley Community Centre
- [TBM Sustainability Summit](#)  
Thursday, April 24 | All Day - 1-8 pm | Beaver Valley Community Centre

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

- [Stories of the Stars: Indigenous Astronomy](#)  
Tuesday, April 22 – 7-8:30 pm | L.E. Shore Library
- [Storytelling for Adults: Canadian Artists & Their Signature Landscapes](#)  
Thursday, April 24 | 11 am-12:30 pm | L.E. Shore Library
- [Medicinal Mushrooms: Foraging, Benefits, & Extraction with Barefoot Brian](#)  
Thursday, May 1 | 6-7:30 pm | L.E. Shore Library
- [Exhibit Opening: Outside Inside](#)  
Saturday, May 3 | 2-4 pm | The Gallery at L.E. Shore

## **I. Key Messages**

The Key Messages were determined by the Board and approved for release, although no formal motion occurred.

**J. Notice of Meeting Dates**

The next regular Board Meeting is scheduled for May 15, 2025, 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. Adjourned**

**BMPL-Resolution 2025-024**

Moved by Shawn McKinlay THAT this Board does now adjourn at 3:57p.m. to meet again at the call of the Chair. CARRIED.

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Julia Scott, Chair

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Jennifer Murley, Board Secretary