
The Blue Mountains Public Library Board Meeting

Meeting Date: October 16, 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

Guests: Ryan Stitt, Principle, Salter Pilon
Julie Lang, Senior Interior Designer, Salter Pilon
Marc Bartolucci, Associate, Salter Pilon

Absent: N/A
Regrets: Shawn McKinlay
Staff: Jennifer Murley, CEO
Alessia Farris, Museum Curator

A. Call to Order

A.1 Moment of Reflection

The Board meeting was called to order by the Chair at 1:03 p.m., followed by a Moment of Reflection.

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

Item F2.2 (Verbal Report: Space Utilization Study [Library CEO & Associate Marc Bartolucci from Salter Pilon]) was moved to the top of the agenda.

BMPL-Resolution 2025-054

Moved by Kristina Wichman and seconded by Carol Sackville-Duyvelshoff, THAT the Agenda of October 16, 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 2025-055

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

1. *2025 Action Plan Status*
 2. *ADM.25.26 entitled “Q3 Statistical Report 2025”*
- CARRIED.

D. Minutes

- D.1 Previous Minutes
A number of minor edits were incorporated for clarity.

BMPL-Resolution 2025-056

Moved by Joanne de Visser and seconded by Carol Sackville-Duyvelshoff, THAT this Board approves the Blue Mountains Public Library Board minutes of September 18, 2025, as amended;

AND THAT this Board receives as information the Strategic Planning Steering Committee minutes of September 4, 2025. CARRIED.

- D.2 Business Arising from the Minutes
No business arose.

E. Communications with the Board

The deadline for registration was Monday, October 13 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 at the time of agenda creation.

F. Strategic Plan Updates & Action Items

F.1 Action Planning

1. **Discussion:** 2025 Action Plan Status

Action Plan item “Solidify 2025 funding sources and develop a multi-year strategic financial plan”: this item’s timelines have been flagged as “At Risk”: the reserve policy timeline may be impacted by the Town of the Blue Mountains (TBM)’s Deputy Treasurer’s resignation, as well as by TBM’s finance team’s occupation with higher priority items, like the 2026 budget; additionally, the charitable status application is still pending and may not receive CRA approval by the end of 2025.

F.2 Strategic Plan Pillar: Community Hubs

1. **Verbal Report:** Multi-use Recreation Feasibility Assessment (MURFA) Next Steps [Library CEO]

CEO Murley is waiting to receive the final report, which is tentatively scheduled for presentation at Town Council’s October 27 meeting.

2. **Verbal Report:** Space Utilization Study [Library CEO & Associate Marc Bartolucci from Salter Pilon]

CEO Murley introduced associates from Salter Pilon Architecture Inc, which had been awarded the contract for L.E. Shore Library’s space utilization study. The associates, along with CEO Murley, spoke about the progress already made to date and the methodology of the study.

Within the following weeks, group and one-on-one consultation sessions will occur with library staff, select senior Town staff and community members and stakeholders. An online survey will also be available for those unable to attend in-person sessions.

3. **Verbal Report:** Digitization of Local Newspapers [Library CEO & Museum Curator]

The Museum Curator joined the meeting, via Microsoft Teams, to provide information on the complexity and cost of digitizing local newspapers. Highlights of the conversation included:

- The Museum currently stores 110 years’ worth of newspapers and microfiche, and the digitization of this collection would need to be outsourced to a company with the equipment and expertise to safely do so. The approximate cost would be as follows:
 - Newspapers: \$95,000.00
 - Microfiche: a Toronto-based company provided a \$9,360.00 quote. These expenses do not include the cost of digital storage or, as digital files degrade over time, the cost of maintenance.
- It was emphasized that non-digital routes exist for accessing the Museum’s collections, so digitizing these newspapers and microfiches is not a pressing matter.

- The Curator noted the Museum’s longstanding project of digitizing its collection, is a time-consuming process, with roughly 4000 items made available online since 2016.
- The Board will consider museum priorities in its next strategic plan.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Report: Strategic Planning Steering Committee** [Committee Chair, Joanne de Visser]
An overview was presented outlining the new strategic plan’s planning stages, which will run from the present through September 2026. At the September 2026 meeting, the Board will receive a draft framework of the plan for review and feedback.
2. **Verbal Report: Craigleith Community Working Group** [Member Laurey Gillies]
Gillies attended a recent Council meeting, during which members of the Working Group requested that \$25,000.00 from the Town’s budget be allocated for community consultation in Craigleith. Gillies voiced support for this request during the public comment period.
3. **Verbal Report: Q3 Finances & 2026 Draft Budget** [Library CEO]
CEO Murley, in collaboration with the Town’s finance team, is working to enhance the process for producing the Board’s quarterly financial report. Additional time is needed to finalize the details, and the Q3 report is scheduled for presentation at the Board’s November meeting.

The Board’s 2026 draft budget will be presented at the November meeting, allowing CEO Murley time to streamline the budget and determine how reserve funding might be incorporated. Balancing the budget will not be an issue.

4. **Discussion: CEO Evaluation Process**
The Board determined the members of the CEO evaluation committee.

BMPL-Resolution 2025-057

Moved by Kristina Wichman and seconded by Carol Sackville-Duyvelshoff, THAT this Board appoint Julia Scott, Carol Sackville-Duyvelshoff, and Kristina Wichman to the 2025 CEO Evaluation Committee. CARRIED.

5. **Discussion: Board Evaluation Process**
The Board’s self-evaluation will be completed via Survey Monkey. The results will be compiled for review at the Board’s November meeting.
6. **Report: ADM.25.26 entitled “Q3 Statistical Report 2025”**
This report was reviewed by the Board.

F.4 Strategic Plan Pillar: Empowering Services

1. **Verbal Report: 30th Anniversary Celebrations** [Library CEO]
The first anniversary celebration event – a joint author talk and art exhibit opening centered around the book “Daughters of Aatenstic: Life Lessons from Seven

Generations” - occurred on October 4, with artist Catherine Tàmmaro and author Kathryn Labelle in attendance. The event and exhibition were a collaborative effort, with library, gallery, and museum staff involved in planning and execution.

G. Roundtable

G.1 Roundtable—General updates by the Board

1) Community Updates and News:

- The Gauntlet (October 1, 2025): [Alberta school library restriction policies: The good, the bad, and what it means for you](#)
- Windsor News Today (October 2, 2025): [Province invests money to help First Nations and rural libraries get reliable internet](#)
- CBC News (October 5, 2025): [New funding to help Toronto Public Library expand resources for seniors](#)
- Collingwood Today (October 6, 2025): [Grey County hosting discussions on human trafficking in region](#)

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

- [30th Anniversary Event: On Book Banning with Ira Wells](#)
Friday, October 17 | 7 pm | L.E. Shore Memorial Library
- [The Art of Murder with Maggie Giles: An Author Talk](#)
Thursday, October 23 | 6-7 pm | L.E. Shore Memorial Library
- [Film Showing: Billy Bishop Goes to War with Director Barbara Willis Sweete](#)
Friday, October 24 | 6:30-8:30 pm | L.E. Shore Memorial Library
- [Frankenstein Escape Room](#)
Thursday, October 30 | 7-8:30 pm | L.E. Shore Memorial Library
- [Exhibit Opening: The Art of Being](#)
Saturday, November 1 | 2-4 pm | L.E. Shore Memorial Library

H. Key Messages

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

BMPL-Resolution 2025-058

Moved by Joanne de Visser and seconded by Kristina Wichman, THAT this Board approves the release of the October 2025 Key Messages. CARRIED.

I. Notice of Meeting Dates

The next regular Board Meeting is scheduled for November 20, 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.

J. Adjourned

The Chair adjourned the meeting at 3:36p.m.

Julia Scott, Chair

Jennifer Murley, Board Secretary