
The Blue Mountains Public Library Board Meeting

Meeting Date: May 20th, 2021
Meeting Time: 2:00 p.m.
Location: Via Web/Phone Conference due to Pandemic
Broadcast Live on Facebook
Posted to [YouTube](#)
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

In Attendance: Maurice Pepper (Chair) Laurey Gillies (Vice Chair) Dorothy Cammaert
Jesse T. Glass, Q.C. Rob Potter Joanne Vivona
Gary Zalot

Absent: N/A
Regrets: N/A
Staff: Dr. Sabrina ER Saunders, CEO
Mary Dodge, Interim Manager of Public Services & Community Outreach
Franz Greenfield, Administrative Assistant – Co-Op
Hannah Saunders, Library Communications Assistant

Prepared By: Franz Greenfield, Administrative Assistant – Co-Op

The Board Package circulated to the public via the BMPL Event Calendar included login information request for both Internet and toll-free phone access to the open Board meeting. This meeting was also broadcast live on Facebook as part of the 2021 pandemic Board communications.

A. Call to Order

The Board meeting, via Zoom, was called to order by the Chair at 2:03p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

A.3 Review of Teleconference procedures

The procedure for voting within a teleconference: The Chair shall call for a mover and seconder. When the question is called the Chair shall ask “all in favour” followed by “any opposed”. This is instead of a recorded vote. Any member of the Board may request a recorded vote at any time in the meeting.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2021-053

Moved by Rob Potter and seconded by Joanne Vivona, THAT the Agenda of May 20, 2021 be approved as circulated, including any items added to the Agenda. CARRIED.

[Jessie Glass joined the meeting at 2:05pm]

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 2021-054

Moved by Joanne Vivona and seconded by Gary Zalot, THAT this Board receive as information:

- 1) ADM.21.11 entitled “Action Plan 2021—May 2021”;
- 2) ADM.21.12 entitled “CEO Service Update—May 2021”;
- 3) ADM.21.13 entitled “Policy Review 2021”;
- 4) ADM.21.14 entitled “Salary Study 2021 Review”;
- 5) FIN.21.03 entitled “Q1 2021 Finance”;
- 6) FIN.21.04 entitled “The BMPL 2021 Audited Financial Statements”; and
- 7) GOV.21.08 entitled “Proposed Strategic Planning Process”.

CARRIED.

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2021-055

Moved by Laurey Gillies and seconded by Gary Zalot, THAT this Board approve as circulated the minutes of March 18, 2021 and April 15, 2021 Board Meeting; and to approve as circulated the minutes of the Closed Meeting of April 15, 2021. CARRIED.

D.2 Business Arising from the Minutes

It was noted that a motion to put Laurey Gillies on the Strategic Planning Working Group was not noted in the April Board meeting minutes. In addition, it was noted that two points of adjournment were mistakenly added to the April Board meeting minutes. These issues will be amended.

E. Communications with the Board

In the event of public attendance, microphones are muted during the meeting and engaged for participants of Deputations or Public Input on the Agenda. No members of the public requested login credentials prior to the meeting as instructed to do so in the Agenda section F.2 and within the Library Events Calendar.

The deadline for registration was Monday, May 17th at 2:00p.m. No members of the public were present in the Zoom meeting, but members of the public were present live on Facebook for viewing only.

E.1 Deputations

None.

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

1. Ontario Barbara Bracken-Wired Wednesday Series
2. Louise Ford-Wired Wednesday Series
3. Susan Muller-Wired Wednesday Series
4. Celine Szoges Schwartz-Wired Wednesday Series

This correspondence referred to the Library's Wired Wednesday program. The CEO noted that the Wired Wednesday videos were receiving hundreds of views.

BMPL-Resolution 2021-056

Moved by Jessie Glass and seconded by Joanne Vivona, THAT this Board receive the Correspondence as information. CARRIED.

F. Strategic Plan Updates & Action Items

NOTE: This is a new section for the Board. Section F will include formal reports and discussion of said reports, as well as questions and discussions which would have normally been completed in Committee, and then brought forward to the Board for decisions. To better facilitate this sections, reports and discussions have been identified. The Board may make decisions at any time and does not require a formal report or recommended motion to do so. For the minutes, only outcomes of discussions are recorded.

F.1 Action Plan Updates

1. **Report: ADM.21.11 Action Plan 2021 Update**

The report was reviewed. The CEO gave a verbal update on the status of the 2021 Action Plan – which is 32.9% complete.

F.2 Strat Plan Goal: Communications

1. **Action Item C1.6-New:** LinkedIn.

A new item has been added (C1.6: Add new social media-LinkedIn to provide services and promote online professional development and e-resource) which was completed May 1, 2021.

2. **Action Item C1.5:** Publish Annual Direct Newsletter

It was recommended that the newsletter be used as a promotional piece during the Community Consultation phase of the 2022-2026 of the Strategic Plan. Release of the print Governance newsletter will be in the Fall of 2021 to support the Community Consultation Phase II.

3. **Action Item C2.4:** Committee of the Whole Council Update

The 2020 Year in Review video will be presented at the June 1 Council Meeting and be live streamed on the TBM site. Both the CEO and the Chair will be present for this presentation.

4. **Action Item C2.6:** Virtual Town Hall.
The Board decided not to have a Spring Virtual Town Hall where the 2020 Year in Review would be presented. Instead, the CEO with the Chair will make a presentation to Council's Committee of the Whole on June 1, which will live stream the public presentation. A Fall [Virtual] Town Hall will be scheduled and *presented by the Working Group* based on the Community Consultation Phases."
5. **Action Item C4.1:** Publish 2020 Annual Report.
In lieu of a written report, the [2020 Year in Review](#) was designed in a video format and presented to the Board for their review. It was noted that small edits to the video are still forthcoming. Specific edits that were recommended included adding a link to lead to the 2020 Audited Financial Records and that the statue of Leonard E. Shore be identified with a caption. A separate letter and one page document of highlighted achievements was created and reviewed by the Board. The document, with discussed edits, was approved for release.

BMPL-Resolution 2021-057

Moved by Gary Zalot and seconded by Jessie Glass, THAT this Board approve the release of the 2020 Year in Review video and Statistics with edits; and that a request for Deputation be made to Council. CARRIED.

6. **Action Item C4.2:** Publish ROI and Social Value Report
The ROI and Social Value Report designed by the Ontario Library Service-North and the Rottman Institute has not been updated since its release in 2017. Use of this tool has been on the BMPL Action Plan since 2019. However, to update the document would require approximately 70 hours of coding. The Ontario Library Service (OLS) has stated updating this document is a goal, but no timeline has been provided. The Board opted to table the item until Fall to determine if the OLS has recoded the tool. If not, the updates will be made in house.
7. **Action Item C4.3:** Initiate the consultation process for the 2022-2026 Strategic Plan.
Report: GOV.21.08 entitles "*Proposed Strategic Planning Process*."
The report was presented by Laurey Gillies. It was noted that the Board is focusing on community consultation for the next few months in preparation for the Strategic Planning Process: there will be an extra push to include community organizations who were not reached in the last Consultation Process. The report was approved with amendments and a Working Group was appointed.

BMPL-Resolution 2021-058

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board approve as amended Report GOV.21.08 entitled "*Proposed Strategic Planning Process*" as the outline and Plan for completion of the Strategic Plan 2022-2026. CARRIED.

BMPL-Resolution 2021-059

Moved by Laurey Gillies and seconded by Maurice Pepper THAT this Board appoint Laurey Gillies and Sabrina Saunders [with the Manager of Community Outreach], to complete the Phases of

the Strategic Plan. This Working Group will have the responsibility to complete the Strategic Plan Study and report back to the Board with a responsive list of Goals and Objectives which can meet the expectations of a 21st century GLAM. CARRIED.

BMPL-Resolution 2021-060

Moved by Laurey Gilles and seconded by Gary Zalot, THAT this Board provide a training for general Board involvement at a Board Meeting and a more specific training on the methods to be utilized for those Board members who will be participating in Phase I and II of the Plan. CARRIED.

BMPL-Resolution 2021-061

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board revisit the Mission, Vision, Values, and Mandates in or after Phase II, as part of the consultation process, and make amendments to these key documents as informed by the research and consultation. CARRIED.

BMPL-Resolution 2021-062

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board approve an upset limit of \$4,500 for the 2021 advertising and implementation of the of the Strategic Planning process across the municipality. CARRIED.

8. **Resolution BMPL 2021-013 Update:** a verbal update was provided. The April Board meeting's views were low – this is attributed to the fact that a large portion of the meeting was closed.

F.3 Strategic Plan Goal: Organizational Capacity

1. **Action Item OC1.3: Attend Board Assembly Meetings.** A verbal presentation was provided by Joanne Vivona [BMPL Board Assembly Rep], who had attended the inaugural Board Assembly meeting held by the newly formed OLS. The meeting had a focus on governance, strategic leadership, executive limits and promoting government funding. It was encouraged that Board members use the [LearnHQ.ca](https://learnhq.ca) and that they participate in training sessions. Joanne noted that the next "Super Conference" will be a virtual conference from Feb 1st to 5th 2022.
2. **Action Item OC1.7: Complete annual policy review.** Policies were reviewed by the Board. Notice was provided at the March Board Meeting. The board accepted the Staff Recommended Changes and reviewed all annual legislated policies.

BMPL-Resolution 2021-063

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board, having completed the annual policy review, approve amendments to:

- POL-ADM.2018.45-Commitment-to-Health-&-Safety
- POL-ADM.2018.48-Respectful-Workplaces

and reauthorize:

- POL-ADM.2018.46-Fire-Safety-&-Emergency-Preparedness
- POL-ADM.2018.47-Work-Alone

- POL-ADM.2018.49-AODA-Requirements-and-Employment-of-Individuals-with-Disabilities
- POL-PUB.2018.56-Accessible-Customer-Service
- POL-ADM.2019.01-Fit-for-Work
- POL-ADM.2020.01-Pandemic-Response

CARRIED.

BMPL-Resolution 2021-064

Moved by Laurey Gillies and seconded by Gary Zalot, THAT this Board approve the recommended administrative changes to the Mission, Vision and Values. CARRIED.

3. **Action OC2.2: Prepare 2022 Budget.** The CEO presented concerns and options around preparing the 2022 budget. A lengthy conversation followed regarding the method to set this budget. Ultimately, the Board Chair called for a Special Meeting scheduled for June 3 at 1:00p.m. to discuss this subject further. This will be a closed session in accordance with the Public Libraries Act 16.1(4), due to discussions about (b) *personal matters about an identifiable individual*.

[Dorothy Cammaert joined the meeting at 3:35pm]

4. **Action Item OC3: Salary Study-CEO Job Description.**
Report: ADM.21.14 entitled "Salary Study Review." The report and CEO Job Description was reviewed by the Board. There were no edits or additions required.

BMPL-Resolution 2021-065

Moved by Dorothy Cammaert and seconded by Gary Zalot, THAT this Board approve the CEO Job Description as presented. CARRIED.

F.4 Strategic Plan Goal: Vibrant Spaces

1. **Action Item VS3.1 : Liaise with TBM on the completion of the LES Building Conditions Assessment Report Recommendations.** The CEO presented the issues with the Story Tower for the Board to make recommendations. Phil Pesek of the TBM was on the meeting for additional questions of the Board. The primary issue discussed was the design flaw of the cone shaped Story Tower fitting into a flat roofed central portion of the building which has ongoing roof leaks and does not meet warranty. The support of a recommendation to lower the roof of the Tower to adjoin to the current flat roof in the center of the building will lower the roof height by approximately ten feet. Both the CEO and TBM staff identified that there would be no impact to the functionality of the Story Tower. Additionally, while this renovation is occurring, the floor of the Story Tower would be raised to meet AODA requirements. These discussions ended with a recommendation to Council which the TBM staff will include in their reports. The Board requested that a community awareness campaign on this matter would occur. The CEO agreed, stating this was part of the plan currently under discussion with TBM. Additionally, the CEO identified that, for Archival purposes, the Craighleith Heritage Depot would participate in documenting the process for the local history collection.

BMPL-Resolution 2021-066

Moved by Maurice Pepper and seconded by Rob Potter THAT this Board, as Stewards of the L.E. Shore facility, recommend to the TBM Council to consider the Story Tower roof replacement project with the reduced roof line in order to repair ongoing water issues and permanently remediate design flaws; and that the Story Tower floor be raised to meet AODA access; and THAT the staff of BMPL and TBM jointly participate in an awareness campaign prior to and throughout this proposed project. CARRIED.

2. **Action Item VS3.4:** *Liaise with TBM regarding the Leisure Activities Plan as it pertains to BMPL services and facilities as Community Hub(s).* Following conversations with the Director of Community Services, and the Leisure Activity Plan Consultants, the CEO requested that the Board clarify their intentions pertaining to West end Community Hubs. Specifically, the Leonard E. Shore Library is a Community Hub and would not be relocated. This resolution will be provided for use in the Leisure Activity Plan.

BMPL-Resolution 2021-067

Moved by Joanne Vivona and seconded by Rob Potter THAT this Board acknowledges that the L.E. Shore library branch, is a community hub within the West end of The Town of The Blue Mountains; and THAT any additional space needs for enhanced services in Thornbury would be developed in the form of expansion, and not relocation, of the L.E. Shore facility. CARRIED.

F.5 Strategic Plan Goal: Service Excellence

1. **Report: ADM.21.12** entitled “CEO & Service Update-May.” The statistics regarding patrons use of the GLAM were presented. Among the different factors presented, it was noted that the amount of card holders has increased, and that digital circulation continues to be higher than physical circulations during the Stay at Home Order. Curbside pickup continues to be strong. The Library has a number of new Summer staff and co-op students, each grant driven.
2. **Action Item SE3.1: REEL History Film Series.** The CEO informed the Board that the 9th film in the REEL History Series, *Apple Harvest Festival*, has been commissioned by the TBM to support the loss of the annual festival in 2021. This film will be used in future years supporting the annual festival.

BMPL-Resolution 2021-068

Moved by Laurey Gillies and seconded by Jessie Glass, THAT this Board receive the Strategic Plan discussions as information. CARRIED.

G. Other Business

G.1 Finance Report: Summary of Investments and Reserves

The CEO informed the Board that the required Ministerial report of the Annual Survey had been submitted on behalf of BMPL, and that both the CEO and the Chair are required to sign the final documentation.

BMPL-Resolution 2021-069

Moved by Laurey Gillies and seconded by Jessie Joanne Vivona, THAT this CEO and Chair shall sign the Certification for the Annual Survey 2020. CARRIED.

G.2 Finance Report of Quarter 1, 2021

The report was distributed and discussed.

G.3 The Blue Mountains Public Library Consolidated Audited Financial Statements 2020

The audited statements were reviewed. The audit was passed successfully with a “fair” ruling applied. These statements will be posted with the 2020 Year in Review.

BMPL-Resolution 2021-070

Moved by Joanne Vivona and seconded by Laurey Gillies, THAT this Board approve the 2020 Audited Financial Statements as presented. CARRIED.

H. Roundtable

H.1 Roundtable—General updates by the Board

- 1) Community Updates and News: the Town launched its “RABIT” program on May 5th for testing internet speed. More information can be found on the [Town’s website](#). Rob Potter requested that all Board members complete this survey at different times of the day and promote to friends and neighbors.
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - [Author Talk with Sheila Balls](#). May 18 @ 7:00pm via Zoom
 - [Nutrition & Lifestyle Strategies for Burnout](#). May 25 @ 7:00pm via Zoom
 - [June 1 Committee of the Whole](#) BMPL 2020 Year in Review Deputation

BMPL-Resolution 2021-071

Moved by Joanne Vivona and seconded by Laurey Gillies, THAT this Board receive as information the Roundtable discussions. CARRIED.

I. Key Messages

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

BMPL-Resolution 2021-072

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-May 2021. CARRIED.

J. Closed Meeting

None.

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting is [June 17, 2021](#) at 2:00pm.

A special meeting (closed session) is scheduled for [June 3 at 1:00p.m.](#)

All meetings and relevant agenda materials will be posted on the [Events Calendar](#).

L. Adjourned

BMPL-Resolution 2021-073

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:52p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary