
The Blue Mountains Public Library Board Meeting

Meeting Date: January 18, 2024
Meeting Time: 1:00 p.m.
Location: Library Boardroom
Broadcast Live on Facebook
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

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

A. Call to Order

The Board meeting, via Zoom, was called to order by the Chair at 1:10p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

B. Agenda

B.1 Approval of the Agenda

Discussion related to the 2024 OLA Conference was added to Other Business.

BMPL-Resolution 2024-001

Moved by Joanne de Visser and seconded by Julia Scott, THAT the Agenda of January 18, 2024, 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 2024-002

Moved by Shawn McKinlay and seconded by Juila Scott, THAT this Board receive as information:

1. **Report:** ADM.24.01 entitled "2023 Action Plan Update-January"
2. **Report:** ADM.23.32 entitled "2023 Respectful Workplaces Compliance Report"
3. **Report:** ADM.23.33 entitled "2024 Continuous Improvement Report"
4. **Report:** ADM.23.34 entitled "2023 Risk Assessment Report"
5. **Report:** ADM.24.02 entitled "CEO Service Update-January". CARRIED.

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2024-003

Moved by Shawn McKinlay and seconded by Juila Soctt, THAT this Board approve the Board Meeting Minutes of November 16, 2023, the Committee of the Whole Minutes of November 16, 2023, the closed Board Meeting Minutes of September 13, 2023, the closed Board Meeting Minutes of November 16, 2023, and the Special Minutes of November 30, 2023, as circulated. CARRIED.

D.2 Business Arising from the Minutes

None.

E. Communications with the Board

The deadline for registration was Monday, January 15 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

None.

F. Strategic Plan Updates & Action Items

F.1 Action Plan Updates

1. **Report:** ADM.24.01 entitled "2023 Action Plan Update-January"

This report was reviewed. This is the final update for the 2023 Action Plan. Of its 80 Action Items, 76 have been achieved or are ongoing, which means they have been achieved but continue to be a priority and a need is seen for ongoing efforts (95% completion). OE2.10 (*Complete Board Evaluation*) was not noted as complete, but it

is. *OE4.2 (One on One Meetings Between Board and Council Members)* is pending completion, with Juila Scott planning to meet with Councilor June Porter.

The 2024 Action Plan will be completed at the Board's February meeting.

2. **Discussion:** Policy BLG.2018.99 entitled "Annual & Multi-Year Agenda" Edits were made. The Chair suggested that the Board schedule additional Committee of the Whole meetings. Legislation requires seven regular meetings, and the Board has nine planned, so two of those meetings could be switched. Specifically, one could be planned for February to address:
 - 2024 Action Plan re governance items.
 - Social Return on Investment starting with what data is being collected, what metrics are being used (etc.), and what data should be collected/reported on a regular basis.
 - TBM budget projects of potential relevance to BMPL
 - Board and CEO evaluations.
 - Additional Committee of the Whole meetings.Additional topics were added throughout the meeting.

[Kris joined the meeting at 1:25pm]

BMPL-Resolution 2024-004

Moved by Joanne de Visser and seconded by Shawn McKinlay, THAT this Board approve BLG.2018.99 entitled "Annual & Multi-Year Agenda" as amended. CARRIED.

F.2 Strategic Plan Pillar: Community Hubs

1. **Discussion:** November 30th Joint Meeting: Next Steps
The Board discussed several items which arose in the context of the November 30 meeting:

November 30th Joint Meeting Motion

- After the Board's Needs Assessment and Usage Report presentation to Council on November 30, a motion was put forth to have Council direct the Multi-Use Feasibility Study Committee to include the CEO as a member, ensuring library representation. The motion lost 3-2. On December 8, the Board Chair sent correspondence requesting Council to reconsider the motion as a number of Councilors were missing. This correspondence is on the Council's January 29 meeting agenda. Although there will not be a chance for the Board to speak, the Chair asked for available Board members to attend Council for the Correspondence portion of the meeting. If the correspondence is pulled for discussion and a Councilor makes a notice of motion (to revisit the original motion), discussion would likely occur at Council's Committee of the Whole meeting on February 5. At this meeting, there would be opportunity for the Board to speak.
- Discussion arose about contacting the Town's Director of Community Services re his commitment to include the CEO on the Committee. The Board will wait to see if this is needed based on Council's response to the Chair's request.

Craigleith Working Group

- The Craigleith Working Group has dissolved – their Terms of Reference stipulate that after a set number of meetings, the Group must dissolve and move into a “Phase Two”. It is unclear what this second phase focuses on. The Working Group has different focuses, some of which the BMPL may fit into. The Board asked the CEO, at her quarterly meetings with the Town’s CAO, to learn more about the Phase Two’s initiatives and bring that information back to the Board. Joanne de Visser, who is a member of the BMRA and receives information from the Craigleith Working Group, will also watch for items pertaining to their Phase Two initiatives.

2024 Draft Town Budget

- The Chair encouraged the Board to read the Town budget to identify items that the Board should have input on. These would include special projects that affect the library (e.g., Leisure Activities Study and the 2024 Compensation Review) as well as ongoing operational items such as replacing windows at the L.E. Shore branch. Identifying these items also gives the Board the opportunity to discuss them at their one-on-one meetings with Council members.
- It was noted that an update on the Development Charges Review was provided at the Council’s January 16 Committee of the Whole meeting. Shawn McKinlay will send the presented report to the Board. It was confirmed that the library is included in the study.
- The Town’s 2024 draft budget will be posted on February 7. Joanne de Visser will highlight items of interest and circulate this information to the Board prior to their February meeting. At this meeting, the Board will discuss the budget and Council’s March 12 public meeting, where the draft will be presented and opportunity for public input will be available. The Board plans to attend to advocate for the library.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Discussion:** Social Return on Investment (VOLT)

A timeline for presenting the VOLT to Council was established:

- Once the task of entering the SROI data into the VOLT is completed, the CEO and several Board members will meet to analyze the data at the Board’s Committee of the Whole meeting in February.
- As the components of the VOLT are completed, they will be presented to the Board. It is important that the Board has a good understanding of the data before it is presented to Council and the community.
- Discussion considered whether to present the VOLT at once or in stages through regular 10-minute deputations which would give an opportunity to focus on one section at a time. There is also an opportunity to include the VOLT in the 2023 Year in Review. Discussion also arose about getting the information out to the community via presentations or promotional materials.

2. **Discussion:** Board Appointment – Interview Committee

The Board has received the letters of application for the Board vacancy. A committee was appointed to review the interview questions, conduct interviews and draft a report for Board review. Julia Scott indicated that she is acquainted with one of the candidates and needed to declare this.

The Chair asked the CEO to find a report from 2019 which requested Council appoint recommended candidates to the Board. After the interviews are completed, the Committee will use this to guide the crafting of a new report, which will be sent to the Board for approval via e-poll. The report will then be sent to Council.

BMPL-Resolution 2024-005

Moved by Shawn McKinlay and seconded by the Chair, THAT this Board appoint Julia Scott, Joanne de Visser, Kristina Wichman and Jennifer Murley to conduct interviews with eligible applicants and draft a report to Council subject to Board approval. CARRIED.

3. **Discussion:** POL-SYS.2023-02 Severe Weather Events
It was noted that this policy overlaps with the Inclement Weather policy and should be reviewed in conjunction with the Health and Safety policy. It was deferred to the Board's policy review meeting.
4. **Report:** ADM.23.32 entitled "2023 Respectful Workplaces Compliance Report"
This report was written by the former CEO (Dr. Sabrina Saunders) and identifies incidents from 2023, how they were dealt with and any recommendations made to prevent future incidents. In 2023, there was an increase in incidents in comparison to 2022, and all incidents involved verbal aggression. The CEO (Jennifer Murley) noted that there has been a rise of physical violence in libraries but thankfully, this has not been the case at the BMPL.
5. **Report:** ADM.23.33 entitled "2024 Continuous Improvement Report"
This report was written by the former CEO (Dr. Sabrina Saunders) in conjunction with the Joint Health and Safety Committee (JHSC) and provides the JHSC's achievements from 2023 and their new goals for 2024. Although this is an operational area that falls under the jurisdiction of the CEO, this is brought to the Board annually for its endorsement. There was discussion of some the goals (e.g., meaning of "certified") and the Board requested that the JHSC edit the 2024 goals for clarity and bring them back for endorsement.
6. **Report:** ADM.23.34 entitled "2023 Risk Assessment Report"
This evaluation found that the BMPL is within a low-risk class. It was noted that under the "Facilities" section, there are items that have not been completed, but have been listed for a long time. It was acknowledged that there is a hierarchy of needs in the Town, and some areas need to be prioritized before others can be addressed, but it was important that BMPL facility needs be included on Facility/Maintenance agendas for completion. A visit from Facilities was conducted on January 18, with the aim of addressing accessibility issues, as well as the washrooms, at the library building.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.24.02 entitled “CEO Service Update-January”

The Board discussed data presentation and needs, with further discussion to occur at their February meeting:

- It was requested that the CEO (perhaps on a quarterly basis) provide a set of statistics that align with the format and type presented in the BMPL Needs Assessment & Usage report. Projections would also allow the Board to assess, from a Governance perspective, how the BMPL is performing.
- The statistics currently provided in this report are not necessarily needed from a Governance perspective, but they could still be presented with the CEO flagging unusual numbers. The Ministry mandates that these numbers be tracked, so from a workload perspective, it does not make a difference if the Board asks to see them or not.

G. Other Business

G.1 2024 OLA Conference

No Board members are available to attend. The CEO will attend the Board relevant presentations and bring back any important information.

H. Roundtable

H.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 were provided.
 - [ACC Presents: Scottish Sojourn – The Three Months on the Island of Iona](#) | January 23 @ 7pm | The Gallery, L.E. Shore
 - [Celebrating Family Literacy Day: Story Time](#) | January 26 @ 11 am | L.E. Shore
 - [Exhibit Reception: Celebrating the Colour Turquoise](#) | February 3 @ 2pm | The Gallery, L.E. Shore
 - CEO Drop-In Meet & Greet | February 9 from 1-4 pm | Craighleith Depot
 - CEO Drop-In Meet & Greet | February 12 from 10am-1 pm | L.E. Shore

I. Key Messages

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

BMPL-Resolution 2024-006

Moved by Kristina Wichman and seconded by Shawn McKinlay, THAT this Board approve the release of the Key Messages Update-January 2024. CARRIED.

J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on March 21, 2024, at 1:00pm. The Board will meet as Committee of the Whole on February 15 and 16, 2024.

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

K. Closed Session - None

L. Adjourned

BMPL-Resolution 2024-007

Moved by the Chair, THAT this Board does now adjourn at 4:03p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Jennifer Murley, Board Secretary