



Agenda

The Blue Mountains Public Library Board Meeting

Meeting Date: June 15, 2017 REVISED
Meeting Time: 2:30 p.m.
Location: Town Hall, Council Chambers
Prepared by: A. Wilson, Acting CEO, Curator

A. Call to Order

- **Approval of Agenda**

Recommended (Move, second)

THAT the Agenda of June 15, 2017 be approved as circulated, including any items added to the Agenda.

- **Declaration of Pecuniary Interest and general nature thereof**

- **Previous Minutes**

Recommended (Move, second)

THAT The Blue Mountains Public Library Board minutes of May 18, 2017 be approved as to circulated, including any revisions be made to the Agenda.

Recommended (Move, second)

THAT The Blue Mountains Public Library Board minutes of the Special Meeting May 30, 2017 be approved as circulated, including any revisions to be made.

Recommended (Move, second)

THAT The Blue Mountains Public Library Board minutes of the Special Meeting June 7, 2017 be approved as circulated, including any revisions to be made.

B. Deputations

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This

information may be posted on the Library website and/or made available to the public upon request.

B.1 None.

C. Reports

C.1 Library and Museum Operating Budget Variance Report, May 31, 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the 2017 Budget Variance Report for the five months ending May 31, 2017 as it relates to the Library and the Museum.

C.2 Health and Safety Report, June 2017

Recommended (move, second)

THAT The Blue Mountains Public Library May receive Health and Safety Report HSR.17.06 "Health and Safety Report, June 2017" as information.

C.3 Action Log, June 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the Action Log AL.17.06 entitled "Action Log, June 2017".

D. Correspondence

D.1 International Churchill Society of Canada

Email correspondence

D.2 Diana Dolmer

Email Correspondence

D.3 Rosemary and Roland Gosselin

Email Correspondence

E. New and Unfinished Business

E.1 Appointment of a Member of the Library Board to the Museum Advisory Committee

Recommended (Move, second)

THAT the Blue Mountains Public Library Board appoint a member of the board to the Museum Advisory Committee as per the governance policy.

E.2 Round Table

F. Closed Session

Recommended (Move, second)

THAT, with regard to section 16.1(4) of the *Public Libraries Act*, that this Library Board do now move into closed session in order to address matters pertaining to personal matters about an identifiable individual, labour relations or employee negotiations and for the purposes of adoption of closed session minutes

The board moved into closed session at () pm

The board rose from closed to public session at ()pm

G. Notice of Meeting Dates

The next Library Board Meeting will be July 20, 2017 in Council Chambers at 2:00 pm.

H. Adjournment

Recommended (Move, second)

THAT this Library Board does now adjourn at (time) p.m. to meet again at the call of the Chair.



Minutes

The Blue Mountains Public Library Board Meeting

Meeting Date: May 18, 2017
Meeting Time: 2:00 p.m.
Location: Town Hall, Council Chambers
Prepared by: Elisa Chandler, Manager of Technical and Virtual Services

A. Call to Order

Chair John McKean called the May 18, 2017 Blue Mountains Public Library Board Meeting to order with the following members of the Board present: Councillor Michael Martin, Councillor R.J. Gamble, Lloyd Brown, Willi Wildman, Roevel Guzman, Maurice Pepper, Odette Bartnicki. Board member Ron Gray sent his regrets.

Also present: Acting CEO and Curator Andrea Wilson

Chair McKean introduced two new board members: Roevel Guzman and Odette Bartnicki. Ron Gray, also a new board member, was absent from the meeting.

- **Approval of Agenda**

Moved by: Michael Martin Seconded by: Odette Bartnicki

- THAT the Agenda of May 18, 2017 be approved as circulated, including any items added to the Agenda, being the following additions at Agenda item E.1 Discussion regarding the Memorandum of Understanding with the Town, and the Library Strategic Plan, Carried.

- **Declaration of Pecuniary Interest and general nature thereof**

None

- **Previous Minutes**

Moved by: Odette Bartnicki Seconded by: R.J. Gamble

THAT The Blue Mountains Public Library Board minutes of April 20, 2017 be approved as circulated, including any revisions to be made, Carried.

B. Deputations

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Public Process are considered part of the public record. This information may be posted on the Library website and/or made available to the public upon request.

B.1 None.

C. Reports

C.1 Craigleith Heritage Depot Report, May 2017, CHD.17.06

Moved by: Maurice Pepper Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board receive Curator Report CHD.17.06 entitled "Craigleith Heritage Depot Report, May 2017" as information, Carried.

C.2 Library and Depot Operating Budget Variance Report, Ending April 30, 2017

Moved by: Maurice Pepper Seconded by: R. J. Gamble

THAT The Blue Mountains Public Library Board accept the 2017 Budget Variance Report for the four months ending April 30, 2017 as it relates to the Library and the Depot, Carried.

C.3 Health and Safety Report, May 2017, HSR.17.05

Moved by: Michael Martin Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board receive Health and Safety Report HSR.17.05 entitled "Health and Safety Report, May 2017" as information, Carried.

C.4 Action Log, May 2017, AL.17.05

Moved by: Maurice Pepper Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board approve the Report AL.17.05 entitled "Action Log, May 2017", as amended to move the "Review of Marketing and Advocacy Plans" to be included under the "Strategic Plan Review," Carried.

D. Correspondence

None

E. New and Unfinished Business

E.1 Addition to Agenda – Memorandum of Understanding with the Town

Moved by: Odette Bartnicki Seconded by: Lloyd Brown

THAT The Blue Mountains Public Library Board appoint three board members, plus Chair McKean participating *ex officio*, to work with Library CEO or designate and the Town of the Blue Mountains, on the Memorandum of Understanding with the Town, Carried.

Moved by: Odette Bartnicki Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board appoint Maurice Pepper, Lloyd Brown and Roewel Guzman to the Memorandum of Understanding Review Team, Carried.

E.2 Addition to Agenda – Strategic Plan

Moved by: Roevel Guzman Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board appoint Odette Bartnicki and Willi Wildman to the Strategic Planning Committee, with Chair McKean participating *ex officio*, Carried.

Moved by: Odette Bartnicki Seconded by: Lloyd Brown

THAT The Blue Mountains Public Library Board add a meeting to the schedule on the third Thursday of July (July 20, 2017) at 2:00 p.m., Carried.

E.3 Strategic Plan Update

The update is deferred until such time the Strategic Planning Committee meets.

E.4 Appointment of a Member of the Library Board to the Museum Advisory Committee

Moved by: Odette Bartnicki Seconded by: Lloyd Brown

THAT The Blue Mountains Public Library Board table the appointment of a Member of the Library Board to the Museum Advisory Committee to the next meeting, Carried.

E.5 Library Reserve Funds Update

Chair McKean stated that there will be a joint meeting of the Library Board and Town Council in the next couple of months to discuss the roof repairs and their payment.

Odette Bartnicki requested a finance-related workshop for new board members with Ruth Prince of the Town and the Library CEO before the joint meeting.

Chair McKean said that he will ask Ruth Prince to update new board members on the financial situation of the library.

Maurice Pepper noted that there was a mistake in the addition of the Library bank account total as of Dec 31, 2016.

Moved by: Maurice Pepper Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board receive as information the update of library reserves as printed, Carried.

E.6 Round Table

There was discussion about the process of receiving community mail addressed to the board. Public board members do not have secure email and cannot receive sensitive letters electronically. Community letters addressed to the board are published in the agenda package as Correspondence, unless they are labelled "Private and Confidential" or contain harassing statements towards individuals.

Chair McKean stated that all correspondence for the library board should be delivered to the library and that this information be published on the Town and library websites. He directed the acting CEO to pick up any mail for the board delivered to town offices as usual.

F. Notice of Meeting Dates / Adjournment

The next Library Board Meeting will be June 15, 2017 in Council Chambers at 2:00 pm.

G. Adjournment

Moved by: Michael Martin Seconded by: R. J. Gamble

THAT this Library Board does now adjourn at 3:27 p.m. to meet again at the call of the Chair, Carried.



Minutes

Special Meeting of The Blue Mountains Public Library Board

Meeting Date: May 30, 2017
Meeting Time: 4:00 p.m.
Location: Town Hall, Council Chambers
Prepared by Corrina Giles, Interim Secretary

A. Call to Order

Chair John McKean called the May 30, 2017 Blue Mountains Public Library Board, Special Meeting, Closed Session to order with all members of the Board present, including Councillor R.J. Gamble, Lloyd Brown, Willi Wildman, Roevel Guzman, Maurice Pepper, Odette Bartnicki and Ron Gray. Councillor Michael Martin was absent due to a previous commitment.

Also present Jennifer Moreau, Manager of Human Resources

▪ Approval of Agenda

Moved by: Lloyd Brown Seconded by: R. J. Gamble

THAT the Agenda of May 30, 2017 be approved as circulated, including any items added to the Agenda, Carried.

▪ Appointment of Secretary

Moved by: Roevel Guzman Seconded by: Lloyd Brown

THAT Corrina Giles, Town Clerk, be appointed as the Interim Secretary of The Blue Mountains Public Library Board for the purposes of the May 30, 2017 Special Meeting of The Blue Mountains Public Library Board, Carried.

▪ Declaration of Pecuniary Interest and general nature thereof

None

B. Closed Session

Moved by: Odette Bartnicki Seconded by: Ron Gray

THAT, with regard to section 16.1(4) of the Public Libraries Act, that this Library Board do now move into closed session in order to address matters pertaining to labour relations or employee negotiations and with regard to personnel matters, Carried.

The board moved into closed session at 4:01 pm

The board rose from closed to public session at 5:16 pm

C. Adjournment

Moved by: Lloyd Brown Seconded by: Ron Gray

THAT this Library Board does now adjourn at 5:27 p.m. to meet again at the call of the Chair, Carried.



Minutes

Special Meeting of the Blue Mountains Public Library Board

Meeting Date: June 7, 2017
Meeting Time: 10:00 a.m.
Location: Town Hall, Council Chambers
Prepared by: Elisa Chandler, Manager of Technical and Virtual Services

A. Call to Order

Chair John McKean called the June 7, 2017 Special Meeting of the Blue Mountains Public Library Board to order with the following members of the Board present: Councillor Michael Martin, Councillor R.J. Gamble, Lloyd Brown, Willi Wildman, Roewel Guzman, Maurice Pepper, Odette Bartnicki. Board member Ron Gray sent his regrets.

Also present: Acting CEO and Curator Andrea Wilson

- **Approval of Agenda**

Moved by: R.J. Gamble Seconded by: Odette Bartnicki

THAT the Agenda of June 7, 2017 be approved as circulated, Carried.

- **Declaration of Pecuniary Interest and general nature thereof**

None

B. Reports

B.1 Strategic Planning Committee Report with Actions, Report BMPL 17.01, June 7, 2017.

Moved by: Lloyd Brown Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive the report entitled "Strategic Planning Committee Report with Actions, Report BMPL 17.01, June 7.2017".

And approve the specific actions of the report entitled "Strategic Planning Committee Report with Actions, Report BMPL 17.01, June 7, 2017" to be added to the Action Log under the Strategic Plan Review section, Carried.

C. Closed Session

Moved by: Lloyd Brown Seconded by: R.J. Gamble

THAT, with regard to section 16.1(4) of the *Public Libraries Act*, that this Library Board do now move into closed session in order to address matters pertaining to personal matters about an identifiable individual, labour relations or employee negotiations and for the purposes of adoption of closed session minutes

The board moved into closed session at 10:13 a.m.

The board rose from closed to public session at 11:37 a.m.

D. Adjournment

Moved by: Lloyd Brown Seconded by: Michael Martin

THAT this Library Board does now adjourn at 11:37 a.m. to meet again at the call of the Chair.

Operating
The L.E. Shore Memorial Library
1-650-1000

Town of The Blue Mountains
2017 Budget Variance Report
For the Five Months Ending May 31, 2017

	<u>Current Per...</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
EXPENSES							
Salaries, Wages & Benefits	\$33,280	\$170,528	\$0	\$170,528	\$432,670	\$262,142	39%
Administrative Expenses	\$1,140	\$6,672	\$0	\$6,672	\$14,350	\$7,678	46%
Personnel, Training and Travel	\$252	\$3,254	\$0	\$3,254	\$7,600	\$4,346	43%
Operating Expenses	\$978	\$14,007	\$0	\$14,007	\$17,300	\$3,293	81%
Communications	\$432	\$3,238	\$0	\$3,238	\$7,980	\$4,742	41%
Equipment Related	\$203	\$1,800	\$0	\$1,800	\$11,000	\$9,200	16%
Purchased Services	\$92	\$1,707	\$0	\$1,707	\$3,900	\$2,193	44%
Financial Expenses	\$703	\$2,082	\$0	\$2,082	\$4,190	\$2,108	50%
Premises and Site	\$193	\$478	\$0	\$478	\$0	(\$478)	0%
TOTAL EXPENSES	\$37,273	\$203,766	\$0	\$203,766	\$498,990	\$295,224	41%
TRANSFERS							
Transfers to Capital & Reserves	\$6,616	\$18,506	\$0	\$18,506	\$82,000	\$63,494	23%
Interfunctional Transfers	\$625	\$625	\$0	\$625	\$2,700	\$2,075	23%
TOTAL TRANSFERS	\$7,241	\$19,131	\$0	\$19,131	\$84,700	\$65,569	23%
TOTAL TRANSFERS & EXPENSES	\$44,514	\$222,897	\$0	\$222,897	\$583,690	\$360,793	38%
REVENUE							
Grants & Donations	\$2,000	\$15,228	\$0	\$15,228	\$27,000	\$11,772	56%
Interest and Investment	\$0	\$0	\$0	\$0	\$1,000	\$1,000	0%
Sales	\$553	\$3,146	\$0	\$3,146	\$8,700	\$5,554	36%
Fee and Charges	\$1,246	\$5,407	\$0	\$5,407	\$14,800	\$9,393	37%
Facilities Rental	\$125	\$2,220	\$0	\$2,220	\$4,500	\$2,280	49%
TOTAL REVENUE	\$3,924	\$26,001	\$0	\$26,001	\$56,000	\$29,999	46%
NET POSITION	(\$40,590)	(\$196,896)	\$0	(\$196,896)	(\$527,690)	(\$330,794)	37%

Operating
 Craigleith Heritage Depot
 1-650-6510

Town of The Blue Mountains
2017 Budget Variance Report
 For the Five Months Ending May 31, 2017

	<u>Current Per...</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
EXPENSES							
Salaries, Wages & Benefits	\$11,499	\$56,967	\$0	\$56,967	\$159,875	\$102,908	36%
Administrative Expenses	\$271	\$1,866	\$0	\$1,866	\$2,100	\$234	89%
Personnel, Training and Travel	\$0	\$611	\$0	\$611	\$1,300	\$689	47%
Operating Expenses	\$153	\$5,642	\$0	\$5,642	\$5,700	\$58	99%
Communications	\$506	\$1,314	\$0	\$1,314	\$3,035	\$1,721	43%
Purchased Services	\$0	\$0	\$0	\$0	\$1,195	\$1,195	0%
Financial Expenses	\$156	\$776	\$0	\$776	\$1,865	\$1,089	42%
TOTAL EXPENSES	\$12,585	\$67,176	\$0	\$67,176	\$175,070	\$107,894	38%
TRANSFERS							
Interfunctional Transfers	\$60	\$420	\$0	\$420	\$0	(\$420)	0%
TOTAL TRANSFERS	\$60	\$420	\$0	\$420	\$0	(\$420)	0%
TOTAL TRANSFERS & EXPENSES	\$12,645	\$67,596	\$0	\$67,596	\$175,070	\$107,474	39%
REVENUE							
Grants & Donations	\$211	\$287	\$0	\$287	\$0	(\$287)	0%
Sales	\$212	\$319	\$0	\$319	\$0	(\$319)	0%
Fee and Charges	\$25	\$127	\$0	\$127	\$6,000	\$5,873	2%
TOTAL REVENUE	\$448	\$733	\$0	\$733	\$6,000	\$5,267	12%
NET POSITION	(\$12,197)	(\$66,863)	\$0	(\$66,863)	(\$169,070)	(\$102,207)	40%



Health and Safety Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: June 15, 2017
Report Number: HSR.17.06
Subject: Health and Safety Report, June 2017
Prepared by: Andrea Wilson, Acting CEO and Curator

Recommendations

THAT The Blue Mountains Public Library Board receive June 15 Health and Safety Report HSR.17.06, entitled "Health and Safety Report, June 2017".

Overview

- Water in the basement of 177 Bruce Street.
 - Electrical outlets need protective cover
 - Story tower needs outlets finished
- Helene Schofield, Health and Safety Representative, Library

- Missing broken/tiles in office and bathroom
 - Uneven floor in entryway
- Monica Norris, Health and Safety Representative, Craigleith Heritage Depot

Respectfully Submitted,

Name: Andrea Wilson

Title: Acting CEO and Curator

awilson@thebluemountains.ca

519-599-3681 ext 372



Action Log

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: June 15, 2017
Report Number: AL.17.06
Subject: Action Log, June 2017
Prepared by: Andrea Wilson, Acting CEO

A. Recommendations

THAT The Blue Mountains Public Library Board approve the Action Log AL.17.06, entitled "Action Log, June 2017".

B. Overview

ACTION	RESPONSIBILITY	DATE	COMMENTS
Board Development	Board/CEO	2017	
Town Agreement	Board/CEO/Town Staff	On going	Board approval
Strategic Plan Review	Board/CEO SP Committee	Ongoing 2017	Board review and approval Action the attached report include board email and mail communication plan

C. Attached

1. Attachment – Strategic Plan Committee Report June 7, 2017.

AL.17.06

Respectfully Submitted,

Name: Andrea Wilson

Title: Acting CEO and Curator

awilson@thebluemountains.ca

519-599-3681 ext 372



Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: June 7, 2017
Report Number: BMPL.17.01
Subject: Strategic Planning Committee Report with Actions
Prepared by: Strategic Planning Committee

A. Recommendations

THAT The Blue Mountains Public Library Board receive the report entitled “Strategic Planning Committee Report with Actions, Report BMPL 17.01, June 7, 2017”.

And approve the specific actions of the report entitled “Strategic Planning Committee Report with Actions, Report BMPL 17.01, June 7, 2017 ” to be added to the Action Log under the Strategic Plan Review section.

B. Overview

We recognize the fundamental importance of positive, respectful relationships with and among all stakeholders in the Blue Mountains Public Library. In order to enhance the role of the L.E. Shore Memorial Library and the Craigleith Heritage Depot within our community, the Library Board has decided to propose the following single strategic plan goal at this time:

The Library Board, together with our CEO, Staff and Community Members, will work collaboratively to strengthen, build and maintain positive, respectful relationships and communications.

All other strategic plan goals, as well as **Mission, Vision** and **Values Statements**, will be addressed once we have retained a CEO and implemented actions to achieve the goal of positive, respectful relationships, which are fundamental to this work.

C. Actions

The Strategic Planning Committee requests the Library Board to read and accept the following outline

(1) to adopt the initial strategic plan goal one above as the starting point for the development of the complete Strategic Plan.

(2) to approve the proposed 4 step plan for engaging customers and stakeholders by:

- scheduling meetings with all internal customers, staff and stakeholders
- scheduling meetings with external customers and stakeholders
- compiling all data and information acquired, into a comprehensive report
- developing an action plan, responsibilities and accountabilities for continuing the initiative and communicating to all customers and stakeholders

It is understood that upon acceptance of this report that all Board Members will participate in facilitating and attending the meetings and be responsible and accountable for the follow-up actions.

Forums will be facilitated to allow all stakeholders to discuss remaining Strategic Plan goals at a later date.

We recognize that there are many actions that can be implemented or enhanced in order to achieve the goal of **working collaboratively to strengthen, build and maintain positive, respectful relationships**, and that respectful, honest, two-way communication with all stakeholders is an essential first step in moving our library forward.

Important note: All input collected should reflect any actions, suggestions or guidelines to help achieve the specific goal of **working collaboratively to strengthen, build and maintain positive, respectful relationships and communication**.

We look forward to working with all stakeholders to achieve this important goal.

Respectfully Submitted,

Ron Gray, Odette Bartnicki for the Strategic Plan Committee

For more information, please contact:

libraryinfo@thebluemountains.ca

519-599-3681

June 5, 2017 – by email

Hello there,

A note of appreciation. As a member of the ICSC the organizing committee I have been asked to correspond with you to say thank you for the use of your facility for our May meeting. All of the arrangements were made with ease. Your staff were most helpful, cooperative and enthusiastic. Our meeting was a success.

Please express our appreciation to the management, staff and the Board of Directors. You have a marvelous facility in Thornbury. We hope to convene another meeting later this year.

In appreciation,
John Greenhough on behalf of,
The International Churchill Society of Canada

May 30, 2017 – by email

Hello Ms. Wilson:

Would you please forward this letter to the Board and the Mayor

Dear Board members:

I would like to comment that I am very happy and excited about the way the new library board members are approaching their duties.

The willingness to listen, and question is very refreshing.

The board has much to deal with at present. It appears that you are making great effort to understand the library finances, the MOU, the strategic plan and much else to get yourselves up to speed. Thank you for your hard work.

And thank you for your willingness to communicate with the public, those who frequent the library.

Your efforts are appreciated.

Sincerely,

Diana Dolmer

By email: May 28, 2017.

Good Morning Andrea,

Would you be so kind as to forward this letter to the Mayor and Board:

Members of the Board,

We are impressed by the seriousness with which the newly-appointed Library Board members are approaching their responsibilities.

For some of us who have been deeply troubled by recent events at the L.E. Shore Library, your willingness to listen to our concerns, to question decisions, and to seek information is heartening.

We applaud the newly constructed Board's strong efforts to participate in the MOU, to fully understand the financial situation, to carefully carve the relationship with MAC, to earnestly tackle strategic planning, and to, at last, communicate and engage with the public.

With warm appreciation,
Rosemary and Roland Gosselin