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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** January 17, 2019  
**Meeting Time:** 2:00 p.m. Open Session  
**Location:** L.E. Shore Boardroom  
**Prepared By:** Dr. Sabrina ER Saunders, CEO/Secretary of the Board

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**In Attendance:** Maurice Pepper (Chair)      Laurey Gillies      Jesse T. Glass, Q.C.  
Paula Hope      Rob Potter      Odeen Probert  
Joanne Vivona

**Absent:** N/A  
**Regrets:** N/A  
**Staff:** Dr. Sabrina ER Saunders, CEO  
**Prepared By:** Dr. Sabrina ER Saunders, CEO

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### A. Call to Order

The CEO called the inaugural meeting of the 2018-2022 Board meeting to order at 3:04pm.

- The CEO called for a Moment of Reflection.
- The CEO read the Indigenous Acknowledgement Statement of BMPL
- The CEO make the Emergency Public Safety Announcement.

#### A.1 Approval of Agenda

##### **BMPL-Resolution 2019-003**

Moved by Joanne Vivona and seconded by Odeen Probert, THAT the Agenda of January 17, 2019 be approved as circulated. CARRIED.

#### A.2 Declaration of Pecuniary Interest and General Nature Thereof

None Identified.

#### A.3 Receive the Council Appointments

##### **BMPL-Resolution 2019-004**

Moved by Odeen Probert and seconded by Maurice Pepper, THAT this Board receive as information the Correspondence from The Town of The Blue Mountains appointing the 2018-2022 public library board. CARRIED.

#### **A.4 Approval of the Codes**

The Board discussed the Code of Conduct of TBM and determined that as the Council is amending the current Code of Conduct for the March 1, 2019 changes to the Municipal Act, they would defer accepting the Code of Conduct until such time as they are instructed to do so by Council or the new Code has been completed. Further, the Organizational Capacity, By-Laws and Governance Committee (OC-BLG) is directed to draft a policy on reporting a breach to the Integrity Commissioner which adheres to both the March 1, 2019 changes to the Municipal Act (section 223.1 Integrity Commissioner and local boards) and the Public Libraries Act (PLA) Section 3 which defines the board as a separate and distinct corporation.

#### **BMPL-Resolution 2019-005**

Moved by Rob Potter and seconded by Odeen Probert, THAT the Town of The Blue Mountains Board members agree to adhere to the Blue Mountains Public Library Board Oath of Confidentiality and to uphold the by-laws and policies. CARRIED.

#### **A.5 Election of the Chair and Vice Chair**

The CEO administered the elections of both Chair and Vice Chair. Nominations/self-nominations were made of the Chair. Two members, Maurice Pepper and Paula Hope were nominated for Chair, and both accepted the nomination. A confidential ballot was completed with Maurice Pepper elected by majority vote. Nominations/self-nominations occurred for the Vice Chair. Laurey Gillies was nominated, accepted nomination, and was acclaimed.

#### **BMPL-Resolution 2019-006**

Moved by Odeen Probert and seconded by Rob Potter, THAT this Board elect Maurice Pepper to the position of Library Board Chair and Laurey Gillies to the position of Library Board Vice Chair for the term as defined in *POL-BLG.2018.5 First Meeting of the Board* and *BLG-2018.99 Agenda and Multi-year Agendas*. CARRIED.

#### **A.6 Previous Minutes**

#### **BMPL-Resolution 2019-007**

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT this Board approved with amendments the Library Special Board minutes of November 29, 2018. CARRIED.

#### **BMPL-Resolution 2019-008**

Moved by Jesse T. Glass and seconded by Rob Potter, THAT this Board approved as circulated the Board Orientation summary minutes of January 8, 2019. CARRIED.

## **B. Communications with the Board**

### **B.1 Deputations**

None

### **B.2 Public Input on the Agenda**

No public was present for the meeting.

### **B.3 Correspondence**

None

## **C. Action Items**

### **C.1 Action Items**

The CEO presented the draft Action Plan 2019 with the administrative action items identified. An orientation to the document occurred so that the members may have an understanding of the tasks lists which they would be completing as part of their committee work.

#### **BMPL-Resolution 2019-009**

Moved by Odeen Probert and seconded by Rob Potter, THAT this Board receive as information the Draft Action Plans-operation tasks, as at December 31, 2018. CARRIED.

## **D. Strategic Plan Update**

### **D.1 Review Legacy Documents**

The CEO provided a brief orientation to the Strategic Plan 2018-2022 and the Strategic Plan Summary document. The CEO also gave a brief overview of the Feasibility Study and Space Plan, with timeline for next steps.

#### **BMPL-Resolution 2019-010**

Moved by Laurey Gillies and seconded by Jesse T. Glass, THAT this Board receive as information the Legacy Document Review [Strategic Plan 2018-2022 and Feasibility Study & Space Plan] presentations. CARRIED.

### **D.2 Vibrant Spaces & Capital Campaign Committee Report**

*[Members: Laurey Gillies; Maurice Pepper; Joanne Vivona]*

No report

### **D.3 Organizational Capacity, By-Laws & Governance Committee Report**

*[Members: Laurey Gillies; Jesse T. Glass, Q.C; Maurice Pepper]*

No report

**D.4 Communications & Strategic Planning Committee Report**

*[Members: Jesse T. Glass, Q.C; Paula Hope; Odeen Probert]*

No report

**D.5 Committee Appointments**

The Board chose to make appointments to committees at the January meeting so the committees could begin work immediately.

The Board made the appointment of the Library Board Rep as part of the board committee decisions. The applicants for MAC will be considered at the February Board Meeting, with the remainder appointed at that time.

**BMPL-Resolution 2019-011**

Moved by Rob Potter and seconded by Odeen Probert, THAT this Board, in accordance with *POL-BLG.2018.10 Powers and Duties of the Board* and *POL-BLG.2018.99 Agenda and Multi-Year Agendas*, appoint:

- Laurey Gillies, Maurice Pepper, and Joanne Vivona to the Vibrant Spaces & Capital Campaign Committee; and
  - Jesse T. Glass, Laurey Gillies, and Maurice Pepper to the Organizational Capacity, By-Laws and Governance Committee; and
  - Jesse T. Glass, Paula Hope, and Odeen Probert to the Communications & Strategic Planning Committee; and
- in accordance with the Museum Advisory Council Terms of Reference, Rob Potter to the Museum Advisory Council. CARRIED.

**D.6 Service Excellence & Operational Updates—CEO Report**

The report was circulated.

**BMPL-Resolution 2019-012**

Moved by Odeen Probert and seconded by Joanne Vivona, THAT this Board accept as information the Service Excellence & Operational Updates Report. CARRIED.

**E. Other Reports**

**E.1 Joint Health & Safety Committee (JHSC) Report on 2018 Achievements and 2019 Goals**

The report was circulated as information to provide an employer update to the Board on key successes since establishing the JHSC, as well as goals for 2019.

### **BMPL-Resolution 2019-013**

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board receive the Joint Health & Safety Committee Report as information. CARRIED.

#### **E.2 Quarterly Finance Report**

Signing Officers were decided to be the Chair and Vice Chair with the CEO. The training on the budget, as well as the Budget Variance Report was deferred to the February Meeting, pending receipt of the December 2018 Consolidated Budget Variance Report (BVR).

### **BMPL-Resolution 2019-014**

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board appoint Maurice Pepper, Laurey Gillies, and Dr. Sabrina Saunders as signing authorities;

AND for the CEO to notify all relevant banking institutions and bodies. CARRIED.

#### **E.3 Museum Advisory Council [Advisory Body]**

[Advisory Body: Robert B. Waind (C), Bud McCannell, Olav Vanderzon, Bob Gamble]

### **BMPL-Resolution 2019-015**

Moved by Odeen Probert and seconded by Laurey Gillies, THAT this Board receive as information, the September 18, 2018 Museum Advisory Council minutes. CARRIED.

## **F. Additional Business / Roundtable**

#### **F.1 Regional Trustee Board Designate Appointed**

The CEO was instructed to notify SOLS that the Chair, Maurice Pepper, would be the contact for the Regional Trustee information circulation. The Chair will then bring any information back to the Board.

#### **F.2 Ontario Library Association Super Conference OLBA BootCamp**

Due to scheduling conflicts, the members of the Board are unable to attend the OLBA BootCamp on February 2, 2019. The CEO will be present and bring any pertinent information back for the February Board Meeting.

#### **F.3 Special Meeting Orientation Date**

The Board selected Tuesday, February 19<sup>th</sup> 9:00am-1:00pm for the final orientation Special Meeting where the topics will include LearnHQ-OLBA and Health & Safety. The CEO will register all members for a LearnHQ account with OLA and an HR Downloads account with the TBM Health & Safety Coordinator.

#### **F.4 Meeting Date and Time for 2018-2022 Regular Board Meetings**

The Board selected the time for regular board meetings for the term to be the third Thursday of the month at 2:00pm. The Board is required to have 10 regular monthly meetings at a minimum. All months are to be held for meetings; however, the normal year will see no

meeting on one of the summer months (July or August) as well as December, contingent on Board Business and timelines.

#### **F.5 Roundtable**

There were no roundtable discussions.

#### **BMPL-Resolution 2019-016**

Moved by Rob Potter and seconded by Odeen Probert, THAT this Board accept the Additional Business and Roundtable discussions as information. CARRIED.

#### **G. Closed Session**

None

#### **H. Notice of Meeting Dates**

The next regularly scheduled Board Meeting is February 21, 2019 at 2:00pm.

The final orientation Special Board Meeting is scheduled for Tuesday, February 19, 2019 at 9:00am.

#### **I. Adjournment**

#### **BMPL-Resolution 2019-017**

Moved by Odeen Probert, THAT this Board does now adjourn at 4:47p.m. to meet again at the call of the Chair. CARRIED.

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Maurice Pepper, Chair

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Dr. Sabrina Saunders, CEO/Board Secretary