
The Blue Mountains Public Library Board Meeting

Meeting Date: February 21, 2019
Meeting Time: 2:00 p.m. Open Session
Location: L.E. Shore Boardroom
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

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

Absent: N/A

Regrets: Odeen Probert

Staff: Dr. Sabrina ER Saunders, CEO

Prepared By: Dr. Sabrina ER Saunders, CEO

A. Call to Order

The Chair called the meeting to order at 2:00pm. The Board held a Moment of Reflection and read the Indigenous Acknowledgement Statement of BMPL.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2019-006

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board approve the Agenda of February 21, 2019 as circulated. CARRIED.

B.2 Declaration of Pecuniary Interest and General Nature Thereof

None

C. Reports to be “Received as Information”

This section was a pilot of a new standing agenda item and intended to receive all reports deemed as information at the top of the agenda and before any discussion occurred. As the items would arise on the agenda, discussions and additional recommendations could be brought forward.

BMPL-Resolution 2019-007

Moved by Jesse Glass and seconded by Rob Potter, THAT this Board receive as information:

1. GOV.19.02 Museum Advisory Council Appointment Recommendations [Closed Report]
2. GOV.19.03 entitled “VS-CC Cmt Report—Feb 2019”;
3. GOV.19.04 entitled “OC-BLG Cmt Report—Feb 2019”;
4. GOV.19.05 entitled “CS-SP Cmt Report—Feb 2019”;
5. the Communication and Strategic Planning Committee February 13, 2019 Minutes;

6. *ADM.19.06* entitled “Service Excellence & Operational Updates—Feb 2019”;
7. *ADM.19.07* entitled “Action Plan Update—Feb 2019”;
8. *FIN.19.01* entitled “Finance Training Report-2019”;
9. *FIN.19.02* entitled “Finance Report-2018 4th Quarter”;
10. the November 20, 2018 Museum Advisory Council minutes.

CARRIED.

D. Previous Minutes

D.1 Previous Minutes

BMPL-Resolution 2019-008

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board approve as circulated the joint minutes with Town Council of January 14, 2019. CARRIED.

BMPL-Resolution 2019-009

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve as circulated the orientation summary minutes of January 17, 2019 as amended. CARRIED.

BMPL-Resolution 2019-010

Moved by Rob Potter and seconded by Laurey Gillies, THAT this Board approve the minutes of January 17, 2019, as amended. CARRIED.

BMPL-Resolution 2019-011

Moved by Jesse Glass and seconded by Rob Potter, THAT this Board approve as circulated the Special Meeting—Orientation #4 minutes of February 19, 2019. CARRIED.

D.2 Business Arising from the Minutes

1) Update on the Ontario Library Association (OLA) Super Conference OLBA BootCamp.

The CEO provided a brief verbal update. The main focus on the 2019 Bootcamp was the Governance Hub presented on February 19, 2019. All members have been registered for the e-newsletter of the Governance Hub, as well as membership as an organization in OLBA.

2) Discussion of January 14, 2019 Deputation with clarification for BMPL Board

Slides 57-58 on the original deputation were reviewed. The CEO provided recent clarification on Library Boards as local boards, as it pertains to the Code of Conduct and Integrity Commissioners within the March 1, 2019 Municipal Conflict of Interest Act. An email from the MTCS was shared which states the MTCS belief is that, while library Boards are local boards in some portions of the Act, a library board does not need to have an Integrity Commissioner. It is a choice to accept the Code of Conduct of a Council and to participate or not with Council’s Integrity Commissioner. This matter will be part of the OC-BLG Cmt work.

3) Update on Indemnification

The CEO provided the TBM and BMPL indemnification statements. A discussion occurred. A member requested more information as the language was still not clear.

Working ‘honestly and in good faith’ was discussed which is language taken directly from the TBM policy.

BMPL-Resolution 2019-012

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board receive as information the Business Arising from the Minutes. CARRIED.

E. Communications with the Board

E.1 Deputations

No deputations were received.

E.2 Public Input on the Agenda

No members of the public were present for this Board meeting.

E.3 Correspondence

No correspondence was received.

F. Action Items

F.1 2018 Annual Report

This is a standing item for the February Board Meeting outlined in POL-BLG.2018.99. The C-SP Cmt requested this item be deferred to the March Board Meeting as the members did not have time to review this document in the February 13th committee meeting.

F.2 Board Training: AODA for Policy Developers

The PowerPoint presentation on AODA for policy developers occurred. This is a legislated need within the AODA. Those absent or having made regrets will have a meeting with the CEO to receive this training at a separate time. This presentation included a primer on the AODA, how the Standards relate to GLAM services, and specific levels of knowledge required for Board members as policy writers and approvers for BMPL.

BMPL-Resolution 2019-013

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board receive as information the *AODA for Policy Developers* presentation. CARRIED.

F.3 Board Training: Finance

[The Finance Training was moved to J1 as a report and question period to accompany the Finance Report].

F.4 Appointment of Museum Advisory Council Members

The Board, as the appointing body for the MAC, was able to appoint an advisory council of no less than five and up to seven members, including one Board Member, to MAC for 2018-2022 the term.

BMPL-Resolution 2019-014

Moved by Joanne Vivona and seconded by Jesse Glass, THAT this Board, having appointed Rob Potter as Board representative on the Museum Advisory Council, do now appoint Christine Clark, Rick Rzeplinski, William Vernon, and Robert B. Waind as the community members to the Museum Advisory Council for 2018-2022 term. CARRIED.

BMPL-Resolution 2019-015

Moved by Rob Potter and seconded by Paula Hope, THAT the Museum Advisory Council inaugural meeting shall occur on March 19, 2019 in accordance with the MAC Terms of Reference. CARRIED.

F.5 Summer & December Schedule

The Board is required to meet in ten months of the year according to the Public Libraries Act. Typically, BMPL meets one month of either July or August and usually does not meet in December. A discussion on holiday schedule occurred to determine if there was a preferred bi-month to release the meeting in the summer. The Board Chair or any two members still reserve the right to call a Special Meeting during any month, including those identified as not having regular meetings.

BMPL-Resolution 2019-016

Moved by Rob Potter and seconded by Laurey Gillies, THAT this Board, required to meet for ten regularly scheduled monthly meetings, and in accordance with POL.BLG.2018.99, designates July as the "Summer Month" in which the Board will meet. Special meetings may be scheduled for any month, including August and December, when no Regular Board Meeting is scheduled. CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaign Committee Report

[Laurey Gillies; Maurice Pepper; Joanne Vivona]

No questions or discussions on the report occurred.

G.2 Organizational Capacity, By-Laws & Governance Committee Report

[Laurey Gillies; Jesse T. Glass; Maurice Pepper]

No questions or discussions on the report occurred.

G.3 Communication & Strategic Planning Committee Report

[Jesse T. Glass; Paula Hope; Odeen Probert]

The Board discussed the report.

E-Poll Procedures

The CEO apologized for not reiterating the policy which outlines e-polls for the Board at the time of the first e-poll. The By-laws allow for very limited use of e-polls as a electronic meetings are not allowed. E-polls may only be used for a simple yes/no response and no discussions. The Chair has authority to approve if an e-poll may occur due to an emergency or time sensitive nature of a matter. When the e-poll was rejected

by the Chair, the matter was closed as an electronic vote. The matter, as identified in the report, is able to be discussed by the Board at the next regularly scheduled meeting, or any two members may call a Special Board Meeting to hear the request and have discussions. The process of rejecting the e-poll was according to BMPL By-laws and was opened for discussion as part of the meeting.

Press Release Discussion

The Press-Release, the topic of the E-poll, was discussed. The Chair of the Cmt believed the matter was time sensitive, but that the appropriate time to release the statement, had since passed and that there was a lost opportunity. The members agreed the statement, as crafted, would not be released, but that the E-Newsletter, specifically the Board Corner article where the CEO and/or Chair include monthly updates to the public, was the appropriate place for a message from the Board. The members agreed to have the CEO and Chair release, in the Board Corner, an update pertaining to the resolutions of February 12th CoW. This article should be reiterating the messages the CEO had made to groups and individual members of the public:

- the annual budget was a positive accepted by Council
- the Board and CEO will be working with the TBM directors to prepare the expansion recommendations for the 2020 budget
- the Board is happy with the DRAFT budget decisions made by TBM

BMPL-Resolution 2019-017

Moved by Rob Potter and seconded by Jesse Glass, THAT this Board direct the Chair and CEO to draft a statement to appear in the March e-newsletter. CARRIED.

Decisions are as follows:

These were not made as resolved direction as this is the standing direction and outlined within both policy and Terms of Reference.

- 1) The Chair of each committee (VS-CC, OC-BLG, C-SP) shall submit a summary report of all activities of meeting(s) to the Board.
- 2) The CEO will not take formal minutes of the meetings as everything conducted in the meeting is discussion and recommendations to the Board shall come via the Committee Chair's reports.

BMPL-Resolution 2019-018

Moved by Paula Hope and seconded by Jesse Glass, THAT a Special Board Meeting be scheduled to receive a workshop on the 21st century GLAM services in Ontario. CARRIED.

G.4 Service Excellence & Operational Updates

No questions or discussions on the report occurred.

G.5 Action Plan Update

The CEO presented the need for each of the committees, including MAC, to return to the Board with their recommendations for action items to be included in the 2019 Action Plan. The Action Plan is an annual worklist of items to be achieved in order to meet the larger Strategic Plan achievement during the four-year term if 2018-2022. In

the following three years of the term these items will be approved in either November (prior to the year) or January (at the beginning of the year). Given that 2019 is the first year of the Board, this process will take more time and include items by May and as they arise quarterly. The CEO and her staff will have all administrative inclusions completed by the March meeting.

BMPL-Resolution 2019-019

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board direct each Committee [VS-CC, OC-BLG, C-SP, and MAC] to bring back the Committee action items to the May Board Meeting for inclusion in the Action Plan 2019. CARRIED.

H. Other Reports

H.1 Quarterly Finance Report

Items were taken out of order from the agenda to accommodate members who needed to leave by 5:00pm.

3. The CEO presented an overview of the amended DRAFT TBM 2019 Budget pertaining to the Consolidated Library and Museum Operational and Capital Projects with discussion of the Tuesday, February 12, 2019 presentation and subsequent Committee of the Whole resolutions.

A question and response was held over from the Committee Reports. This question asked was how the proposed budget was moved forward if it was believed by the CEO and members that it would not be approved. It was discussed that this was a timing issue. The cross over between two Council's and the 2019 budget occurred at a time when discussions had not been able to occur with the new Council until the matter was before them in the budget. It was again agreed, that while the buildings were not included in the 2019 budget, Council positively identified their interest to have more information brought back to them prior to the 2020 budget, and established a fund to look at hubs, including possible library expansion for the eastern residents. It was further discussed in the CoW that LES has both the political will, need, and allotted property purchased by Council to move forward. The focus in 2019 will be to achieve evidence based reports for the Board and Council and to work with the CAO, Finance, Planning, Community Services, and Communication departments to achieve a plan which is fundable and all will support. The VS-CC, holding the mandate of building program, will work with the CEO and TBM Directors to meet the TBM resolution.

BMPL-Resolution 2019-020

Moved by Rob Potter and seconded by Laurey Gillies, THAT this Board direct the Vibrant Spaces & Capital Campaign Committee, as the committee Terms of Reference directly align with the task, to liaise with the Town for furthering the discussions of BMPL Building Projects. CARRIED.

1. The CEO/Treasurer provided training report on the reading of the BMPL financial statements and financial responsibilities of Board. The CEO stated that any questions can be brought back to the March meeting in the Business Arising from the Minutes.

2. The CEO/Treasurer provided the quarterly finance report of October 1-December 31, 2018, including the library and museum consolidated Budget Variance Report as at year end, December 31, 2018. This was an unaudited report and all lines are subject to amendments by the auditors.

BMPL-Resolution 2019-021

Moved by Maurice Pepper and seconded by Rob Potter, THAT this Board receive as information the discussions pertaining to the draft February 12, 2019 Committee of the Whole resolutions pertaining to the BMPL consolidated operational and capital projects. CARRIED.

[Paula Hope excused herself from the meeting 5:30pm].

H.2 Museum Advisory Council [Advisory Body]

No questions or discussions on the report occurred.

I. Roundtable

I.1 Roundtable—General updates by the Board

The Roundtable is an opportunity for members to share information on events, activities, or general information which members may wish to attend and/or review. Roundtable is not intended for new business or discussion pertaining to Action Items.

- 1) Volunteer Reception 12:00-2:00pm May 16th [prior to the Board Meeting]. All members are asked to be present to celebrate the many volunteers of BMPL including our library, museum and gallery.
- 2) Tier Review-A brief update on the current municipal tier review occurring by the province occurred. The CEO informed the Board that they should follow the reports and discussions which occur in Council in the coming months as any amalgamation or changes in tiering have a potential impact on BMPL services and funding.

BMPL-Resolution 2019-022

Moved by Jesse Glass and seconded by Rob Potter, THAT this Board receive as information the Roundtable discussions. CARRIED.

J. Closed Meeting

While no Closed Session was planned, notice was provided on the agenda and updated agenda that item F.4 may require the Board to move into closed session to further discuss appointments.

K. Notice of Meeting Dates

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

Prior to the 2:00pm May 16th Board meeting will be the Volunteer Reception 12:00-2:00pm in the Gallery. All Board members are encouraged to attend.

Regrets received for March 21, 2019 meeting: Jesse Glass, Odeen Probert. Quorum will be present.

L. Adjourned

BMPL-Resolution 2019-023

Moved by Maurice Pepper, THAT this Board does now adjourn at 5:40 p.m. to meet again at the call of the Chair. CARRIED.