

## The Blue Mountains Public Library Board Meeting

**Meeting Date:** March 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.~~  
                          Rob Potter                                      ~~Odeen Probert~~      Joanne Vivona  
                          [with 1 vacancy]

**Absent:** N/A

**Regrets:** Jesse T. Glass, Q.C.                      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

Due to a large contingency of public present, the Board moved *Section E: Communications with the Board* to follow *Section C: Reports to be "Received as Information"*.

#### BMPL-Resolution 2019-024

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board approve the Agenda of March 21, 2019 as ammended. 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 2019-025

Moved by Rob Potter and seconded by Laurey Gillies, THAT this Board receive as information:

1. The correspondence from Paula Hope, resigning from the BMPL Board;
2. ADM.19.08 entitled "Annual Report 2019-draft"
3. ADM.19.14 entitled "Workplace Violence Compliance Report".
4. GOV.19.06 entitled "VS-CC Cmt Report—March 2019";
5. GOV.19.07 entitled "OC-BLG Cmt Report—March 2019";

6. *ADM.19.09* entitled “Service Excellence & Operational Updates—March 2019”;
7. *GOV.19.08* entitled “Key Messages Update—March 2019”;
8. *ADM.19.10* entitled “Action Plan Update—March 2019”;
9. *FIN.19.03* entitled “Banking Report-March 2019”; and
10. *ADM.19.11* entitled “Job Evaluation and Market Review”.
11. *ADM.19.12* entitled “Updated BMPL Job Descriptions”.
12. *ADM.19.15* entitled “Development Charges Study Update”.

CARRIED.

## **D. Communications with the Board**

### **D.1 Deputations**

- 1) Paula Hope—Library Board Expansion Presentation to Council.  
Ms. Hope made a verbal presentation to the Board. No print materials were provided for the record or for public circulation.

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

No members of the public provided Public Input on the Agenda.

### **D.3 Correspondence**

- 1) Resignation of Board Member: Paul Hope.

#### **BMPL-Resolution 2019-026**

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board, with regrets, declare one position on the Board vacant. CARRIED.

#### **BMPL-Resolution 2019-027**

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board receive as information Communication with the Board. CARRIED.

## **E. Previous Minutes**

### **E.1 Previous Minutes**

#### **BMPL-Resolution 2019-028**

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

### **E.2 Business Arising from the Minutes**

#### **1) Direction requested by CEO on Indemnification**

The CEO requested clarification if the Board still wanted further information on indemnification, as the member who had requested this information was no longer on the Board. The members stated they were not in need of additional information. No further action will be taken on this matter.

#### **2) Finance Training Report questions**

Members, having read the report in February had no additional questions.

**BMPL-Resolution 2019-029**

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

**F. Action Items**

**F.1 2018 Annual Report**

The Annual Report was approved for final formatting. The CEO stated this document would be published electronically on the website in April.

**BMPL-Resolution 2019-030**

Moved by Rob Potter and seconded by Laurey Gillies, THAT this Board approve the draft 2018 Annual Report and direct the CEO to produce the final document for electronic release. CARRIED.

**F.2 Communication & Strategic Planning Committee Appointment**

Laurey Gillies offered to sit on the C-SP Committee. All members agreed this would provide continuity between the board committees for the first year.

**BMPL-Resolution 2019-031**

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board appoint Laurey Gillies to the Communication & Strategic Planning Committee for 2019. CARRIED.

**F.3 Workplace Violence Compliance Report**

The CEO reviewed the Workplace Violence Compliance Report with the Board.

**BMPL-Resolution 2019-032**

Moved by Maurice Pepper and seconded by Joanne Vivona, THAT this Board direct the Organization Capacity, By-Laws & Governance Committee and CEO to investigate how the Health and Safety policies and programs may be improved. 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.

**BMPL-Resolution 2019-033**

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board authorize the Vibrant Spaces and Capital Campaign Committee and CEO to liaise with Town Directors to move forward with the LES expansion and to investigate participation in a multi-use facility in Craighleith. CARRIED.

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

*[Laurey Gillies, Chair; Jesse T. Glass; Maurice Pepper]*

Members were reminded to review the By-Laws and Health & Safety policies, and to bring any recommended areas for change back to the April Board Meeting. The Committee will take any recommended changes back for revisions.

## **G.3 Communication & Strategic Planning Committee Report**

*[Laurey Gillies; Jesse T. Glass; Odeen Probert]*

No questions or discussions on the report occurred.

## **G.4 Service Excellence & Operational Updates**

The CEO highlighted the Town's Silver Youth Friendly designation. Staff were congratulated for their part in this award.

## **G.5 Key Messages Update**

The CEO and Vice Chair presented the new Key Messages Update report. The Board discussed how and when this information could best be released. A report will be published following the Board Meeting and included in the future e-newsletters.

### **BMPL-Resolution 2019-034**

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve the release of the Key Messages Update-March 2019. CARRIED.

## **G.6 Action Plan Update**

The Board was reminded that committees would be bringing back all recommendations for the Annual Plan to the May Meeting and this would be used as part of the May Planning Meeting.

## **H. Other Reports**

### **H.1 Banking Report**

As described in the report, the CEO made a recommendation to consolidate the Land Reserve Fund into an investment and add additional available funds to the investment, leaving a minimum balance in the checking and savings accounts.

### **BMPL-Resolution 2019-035**

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board retain a \$500 balance in the Community Plan Account and a \$200 balance on the Business Investor Account; and THAT the balance of available funds be invested into GICs in the name of the BMPL Land Reserve Fund. CARRIED.

### **H.2 Job Evaluation and Market Review**

#### **BMPL-Resolution 2019-036**

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board direct the CEO to bring back a report which outlines the job description points for grade 2 labourers and grade 3 Clerks and Solid Waste Disposal Operators as comparators to the Library Grade 2 positions. CARRIED.

### **H.3 Updated BMPL Job Descriptions**

The Job Fact Sheets were distributed to the Board for discussion with an explanation of process to date. The CEO explained that as part of the initial evaluation of the organization completed in late 2017, it was determined the Job Descriptions were in need of updating. This was presented to the Board as it would involve a complete reclassification of job descriptions, including internal grid placement and external market study. No personnel were impacted by this study as the updated job fact sheets were designed to be a better representation of the work being done and the market expectations for the positions. In the Spring 2018 the managers worked on the updating of the descriptions with staff receiving them in draft in summer 2018. Feedback was received in two summer All-Staff meetings. Following final edits based on feedback, the Job Fact Sheets were sent to the TBM HR for submission for external Market Review. The results, [H.2 on this agenda] were received in 2019. It was agreed that the Board has one employee, the CEO, and therefore approves only the CEO Job Fact Sheet, which was completed in November following the CEO annual performance appraisal. The CEO stated she would present the updated Job Fact Sheet to the staff at the March 22, 2019 All-Staff Meeting and provide approximately 67 days notice to onset of new titles. Again, all staff will be re-designated to the corresponding job title and no interruption of positions will occur.

#### **BMPL-Resolution 2019-037**

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board direct the CEO to provide at least sixty (60) days notice of to all employees of the updated Job Fact Sheets. CARRIED.

### **H.4 Development Charges Study—Update Report**

#### **BMPL-Resolution 2019-038**

Moved by Maurice Pepper and seconded by Rob Potter, THAT this Board forward an official letter pertaining to the Proposed Development Charge Study to the Town requesting additional information on the formula and the reduction to the Library residential percentage. CARRIED.

## **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) TBM March 18 Budget Public Comment Period Update**

No additional comments were made at the public meeting.

#### **2) Regional Workshop on Governance Best Practices**

The Board agreed to attend the Saturday, May 11<sup>th</sup> training in Owen Sound. The CEO will contact the two members who were not present at the meeting to determine their attendance.

Saturday May 25<sup>th</sup> at Stratford

#### **3) [Governance Fundamentals Webinar](#)**

The webinar should be viewed prior to the Owen Sound meeting. This will tentatively be included in the April Board Meeting.

**4) May 4<sup>th</sup> Film Premiere Pathway & Mary Ward**

All Board members were invited to attend the CHD fundraising event and launch of the newest films. Council will be sent an invitation to this event.

**5) Board Vacancy closes March 29<sup>th</sup>**

The Board requested the CEO to provide a letter to the Clerk offering assistance by the Board, similar to what was completed in the Fall intake.

**BMPL-Resolution 2019-039**

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

**J. Closed Session**

No Closed occurred.

**K. Notice of Meeting Dates**

- The next regularly scheduled Board Meeting is April 18, 2019 at 2:00pm.
- All Board members are invited to attend the May 4<sup>th</sup> 6:00pm Premiere Pathway & Mary Ward at the BVCC.
- The Board will be attending the Owen Sound session of the Governance Hub Training on May 11<sup>th</sup> at 10:00am.
  
- Prior to the 2:00pm May 16<sup>th</sup> Board meeting will be the Volunteer Reception 12:00-2:00pm in the Gallery. All Board members are encouraged to attend.
- The May Planning Day was set for May 23<sup>rd</sup> 9:00-4:30.

**L. Adjourned**

**BMPL-Resolution 2019-040**

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:45 p.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, Board Secretary