
The Blue Mountains Public Library Board Meeting

Meeting Date: April 18, 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: N/A
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

To accommodate a staff presentation, F1 was moved to the top of the agenda.

BMPL-Resolution 2019-041

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board approve the Agenda of April 18, 2019 as amended. CARRIED.

B.2 Declaration of Pecuniary Interest and General Nature Thereof

None

Item F1 moved to top of agenda.

Elisa Chandler, Manager of Technical Services, presented a preview of the new BMPL website and a tour of the new online public access catalogue (OPAC). The Board made recommendations to make the Board Key Messages more prominently displayed and found from the front page of the site.

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 2019-042

Moved by Odeen Probert and seconded by Rob Potter, THAT this Board receive as information:

1. GOV.19.09 entitled "VS-CC Cmt Report—April 2019";
2. GOV.19.10 entitled "OC-BLG Cmt Report—April 2019";
3. ADM.19.16 entitled "Service Excellence & Operational Updates—April 2019";
4. ADM.19.19 entitled "Risk Based Licensing";
5. ADM.19.20 entitled "Budget Planning 2020"
6. GOV.19.11 entitled "Key Messages Update—April 2019".

CARRIED.

D. Previous Minutes

D.1 Previous Minutes

BMPL-Resolution 2019-043

Moved by Joanne Vivona and seconded by Laurey Gillies, THAT this Board approve the minutes of March 21, 2019 as amended. CARRIED.

D.2 Business Arising from the Minutes

1) Board Appointment Update

The CEO provided an update on the process. TBM again requested the committee to assist in review of applications. The Board/Council Rep, with Vice Chair and CEO reviewed the applications and provided the scoring report to Council for review. Council will make a decision in-camera, at the April 24th Council meeting and publicly appoint following the reference check completion. This is projected for the May 13th Council meeting. Therefore, the new member should be appointed for the May 16th Board Meeting.

2) Proposed Development Charges Study 2019-2028

No new information at this time.

3) BMPL employment comparators

No new information at this time.

4) Year in Review 2018 Annual Review

The report will be updated and uploaded with the audited financial figures, now that these are available. It will be updated and reloaded as soon as graphics can be completed.

BMPL-Resolution 2019-044

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

E. Communications with the Board

E.1 Deputations

None

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

None

F. Action Items

F.1 Website 2019

Moved to top of agenda

F.2 Approval of the MTCS Certification (Section I) of the Annual Survey of the Public Libraries

The CEO provided an overview of the requirement to provide an Annual Survey of Public Libraries report to the Ministry annually. This was completed in March, two months prior to the May 31st deadline. Section I requires the CEO and Chair to sign the verification form. While a resolution is not required by the funder, it was requested by the CEO as evidence that the Board was aware of the process.

BMPL-Resolution 2019-045

Moved by Rob Potter and seconded by Odeen Probert, THAT this Board direct the CEO and Chair to sign Section I of the Ministry of Tourism Culture and Sport's Annual Survey of Public Libraries. CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaign Committee Report

[Laurey Gillies; Maurice Pepper; Joanne Vivona]

The committee provided an overview of the first meeting between the Committee, CEO and TBM staff. As the budget was not yet approved, Shawn Everitt (A/CAO) was the only member of the TBM staff who participated in this meeting. The meeting was split into four distinct goals BMPL hoped to achieve as a result of the joint working group: (1) determining LES expansion opportunities, (2) determining options available at CHD, (3) determining Hub [what is a hub/hubs, where, when], and (4) communication needs and how TBM and BMPL can work together to achieve communication needs surrounding the meetings and expansion/renovation needs and consultation.

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

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

The report was discussed. Members were asked if there were items they would like the committee to consider when completing policy and by-law reviews. Five areas were recommended: (1) minutes-make them more descriptive, (2) have a Good & Welfare section on the agenda [this was dropped as the Roundtable is a standing item on the agenda], (3) Deputation-clarify rules for materials to be presented prior to a meeting, (4) Code of Ethics-consider Council changes and if BMPL needs to be adjusted, (5) Signed Oath-while there is an Oath of Confidentiality signed by the Board, have a Code of Ethics which is signed by each member.

Notice was given on By-Laws/Policy revisions for May including:

- all By-laws POL-BLG.2018.01-20, POL-BLG.2018.91, POL-BLG.2018.99
- all Health & Safety policies (POL-ADM.2018.45-49)
- POL-PUB.2018.56, POL-PUB.2018.59, POL-SYS.2018.21, POL-SYS.2018.22, POL-SYS.2018.71, POL-SYS.2018.90

G.3 Communication & Strategic Planning Committee Report

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

No Meeting since last Board Meeting.

G.4 Service Excellence & Operational Updates

An update was made pertaining to the Job Fact Sheets and June 1 implementation. Most staff have completed the acceptance and the remaining are expected to do so prior to June 1.

G.5 Key Messages Update

The key messages for the month were determined by the Board and approved for immediate release.

BMPL-Resolution 2019-046

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 “Risk Based Licensing” Alcohol License for BMPL/LES

The Board discussed the benefits and risks of licensing the venue. The CEO was directed to bring additional information back on potential risks and advocacy needed.

BMPL-Resolution 2019-047

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board directs the CEO to complete the application requirements, including speaking with TBM; and report back to the Board. CARRIED.

H.2 Budget Planning 2020

The CEO provided an overview of the budget process for 2020 including the timeline. The Board workback schedule was provided based on the Finance Department deadline.

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) Notice of Policy Revisions at May Board Meeting

A final notice was provided of the standing agenda item for revisions to policies and by-laws.

2) Municipal Art Program (MAP) Reception, Town Hall Thursday, May 2 and Opening Friday, May 3rd

All Board members were invited to attend the MAP opening on Friday, May 3rd. The Chair or Vice Chair were requested to attend the May 2nd luncheon for artists. The Vice Chair agreed to attend as the Board representative.

3) The Gallery Opening, May 4th

Members were invited to attend the monthly Gallery opening. The Chair requested members consider this on a regular basis. The CEO stressed this is a good opportunity to meet with the public, support the ACC, and celebrate BMPL as a GLAM.

4) Governance Training Saturday, May 11th Owen Sound.

A reminder of the May 11th training occurred. The CEO requested that any member who has not received a confirmation of registration email inform the CEO as soon as possible.

5) Holiday Closures

The Library will be closed Good Friday, Easter, and Easter Monday.

6) SOLS and OLS-N Cuts

The April 11th provincial budget announcement included a 50% budget cut to the Southern Ontario Library Service and Ontario Library Service-North. The CEO stated a letter would be send from the library to the Minister and MPPs. Additional advocacy and communication will occur with the community on the cuts and how they impact direct library services at BMPL.

7) Citizen's Forum April 16th

The presentation and response were briefly discussed. Most of the comments and questions at the session were supportive of BMPL. The Board was thanked by the CEO for attending the event and supporting both the Chair and the Board as a governance body.

BMPL-Resolution 2019-048

Moved by Laurey Gillies and seconded by Odeen Probert, 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 May 16, 2019 at 2:00pm.
- All Board members are invited to attend the May 4th 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 11th at 10:00am.
- 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.
- The May Planning Day was set for May 23rd 9:00-4:30 location TBD.

L. Adjourned

BMPL-Resolution 2019-049

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:35 p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary