
The Blue Mountains Public Library Board Meeting

Meeting Date: May 16, 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)	Dorothy Cammaert	Laurey Gillies
	Jesse T. Glass, Q.C.	Rob Potter	Odeen Probert
	Joanne Vivona	Gary Zalot	
Absent:	N/A		
Regrets:	Dorothy Cammaert	Gary Zalot	
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 2019-050

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board approve the Agenda of May 16, 2019. 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 2019-051

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

- 1) *The correspondence Town Clerk providing notice of new BMPL Board appointments;*

- 2) *The correspondence from William R. Vernon;*
- 3) *GOV.19.11 entitled "OC-BLG Cmt Report—May 2019";*
- 4) *GOV.19.12 entitled "C-SP Cmt Report—May 2019";*
- 5) *ADM.19.24 entitled "Service Excellence & Operational Updates—May 2019";*
- 6) *Museum Advisory Council Minutes of March 19, 2019;*
- 7) *Museum Advisory Council Summary Minutes of March 19, 2019 Special Meeting;*
- 8) *FIN.2019.05 entitled "Finance Report—Q1 2019";*
- 9) *ADM.19.26 entitled "BMPL Communication Plan Summary";*
- 10) *GOV.19.13 entitled "Key Messages Update—May 2019";*

CARRIED.

D. Previous Minutes

D.1 Previous Minutes

BMPL-Resolution 2019-052

Moved by Jesse Glass and seconded by Rob Potter, THAT this Board approve the minutes of April 18, 2019. CARRIED.

D.2 Business Arising from the Minutes

1) Market Study-BMPL employment comparators

The CEO presented that the comparators were reviewed at a meeting with the CEO, Director of HR, and CAO. All positions were appropriately aligned to their Job Fact Sheets.

BMPL-Resolution 2019-053

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

- 1) *Appointment of New BMPL Board Members Gary Zalot and Dorothy Cammaert.*
The CEO provided notice of Council's appointment of two new members to the Board. Both Gary and Dorothy will be in attendance at the June meeting.
- 2) *Resignation of Museum Advisory Council member William R. Vernon.*
The CEO provided notice of resignation of a MAC member. The Board instructed the CEO to make an open call for members. The call will be open from May 20-June 16, 2019 and be brought forward to the June 20, 2019 meeting.

3) *ILLO and community requested options.*

The CEO provided an overview on the various emails, calls and face to face meetings received pertaining to the suspension of Inter-Library Loans Ontario (ILLO). A brief discussion occurred around how to fund the ILLO when it is reinstated on June 1 by SOLS, given that there will be no funding provided by the province. Consideration of cuts to other programs, cutting ILLO, or going to Council were discussed. The Board requested the CEO organize an ILLO Information session and community consultation for June 13, 2019. Decisions will be made following the community session.

BMPL-Resolution 2019-054

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board receive as information the Correspondence with the Board. CARRIED.

F. Action Items

F.1 Risk Management & Building Condition Report: LE Shore

[This report has been deferred to a later date].

F.2 Risk Management & Building Condition Report: Craigeith Heritage Depot

[This report has been deferred to a later date].

F.3 Regional Workshops on Governance Best Practices

The Board reviewed the program and discussed high points of the meeting. No resolutions or directions came from the discussion of this workshop.

BMPL-Resolution 2019-055

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board receive as information the discussions pertaining to the All Board training of the Regional Workshops on Governance Best Practices” provided in Owen Sound on May 11, 2019 by the Southern Ontario Library Service (SOLS). CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaign Committee Report

[Laurey Gillies; Maurice Pepper; Joanne Vivona]

No Meeting since last Board Meeting. Next joint meeting with TBM’s SMT is May 21st.

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

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

The Committee Chair presented the report and walked the Board through the various policies. A brief overview of the agenda for May 23rd Planning Meeting occurred.

BMPL-Resolution 2019-056

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve revisions to the Health & Safety Policies:

- POL-ADM.2018.45-Commitment to Health & Safety
- POL-ADM.2018.46-Fire Safety & Emergency Preparedness
- POL-ADM.2018.47-Work Alone
- POL-ADM.2018.48-Respectful Workplaces
- POL-ADM.2018.49-AODA Requirements & Employment of Individuals with Disabilities

CARRIED.

BMPL-Resolution 2019-057

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board approve the Health & Safety Policy POL-ADM.2019.01-Fit for Work. CARRIED.

BMPL-Resolution 2019-058

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board approve revisions to the POL-PUB.2018.56 Accessible Customer Service. CARRIED.

BMPL-Resolution 2019-059

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT this Board approve revisions to the System Policies:

- POL-SYS.2018.21-Access to Information and Protection of Privacy
- POL-SYS.2018.22-Code of Ethics
- POL-SYS.2018.71-Mission & Mandates
- POL-SYS.2018.90-Finance

CARRIED.

BMPL-Resolution 2019-060

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board, having reviewed each of the By-laws POL-BLG.2018.01 to POL.BLG.2018.20, POL-BLG.91, and POL-BLG.2018.99; do now revise and approve:

- POL-BLG.2018.01-General
- POL-BLG.2018.03-Board Members, Numbers, and Term
- POL-BLG.2018.04 -Disqualification of Board Members
- POL-BLG.2018.05-First Meeting of the Board
- POL-BLG.2018.06-Meetings of the Board
- POL-BLG.2018.07-Staff
- POL-BLG.2018.08-Expenses
- POL-BLG.2018.10-Powers and Duties of the Board
- POL-BLG.2018.13-Estimates and Approval of Estimates
- POL-BLG.2018.16-Inspection of Records
- POL-BLG.2018.17-Payments to Boards
- POL-BLG.2018.91 Museum General
- POL-BLG.2018.99-Agenda & Multi-Year Agendas

CARRIED.

G.3 Communication & Strategic Planning Committee Report

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

No discussions or questions on report.

G.4 Service Excellence & Operational Updates

No discussions or questions on report.

G.5 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 Museum Advisory Council March Minutes

No discussions or questions on report.

H.2 Finance Report—Q1 2019

The CEO provided an overview of the report and noted the Land Reserve Fund was now invested in two GICs with rotating dates of maturity. All funds are now automatically set to be rolled over, with interest capitalized, into new GICs upon maturity.

H.3 Communication Plan 2019-2022

The CEO presented the Communications Plan. The Board discussed having Open House events like the Meet the Mayor format. This will be discussed at the May 23rd meeting under Advocacy and Stakeholder communications.

BMPL-Resolution 2019-061

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board accepts the Other Reports discussion as information. 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) Development Charges Act, 1997 and Bill 108

The CEO presented the Bill 108 Schedule 3, which is a change to the Development Charges Act, including the removal of “soft services” such as public libraries, parks, and recreation. Rob Potter provided additional information that Council, Finance and the Planning Department are also watching closely waiting for more information to be released on this Bill. Information is available at <https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-108#BK5> with comments accepted at <https://ero.ontario.ca/notice/019-0017>

2) Notice of Amendment of POL-ADM.2018.39 Leaves Request

The CEO provided notice that the POL-ADM.2018.38 Leaves Request must be edited to amend sections referring to Emergency Leave which is no longer part of the Employment Standards Act. This policy will be presented at the June 2019 Board Meeting.

BMPL-Resolution 2019-062

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

J. Key Messages

The key messages for the month were determined by the Board and approved for release following the May 23rd Committee of the Whole Planning Meeting and Special Board Meeting.

BMPL-Resolution 2019-063

Moved by Rob Potter and seconded by Odeen Probert, THAT this Board approve the release of the Key Messages Update-May 2019 pending any items to be added at the May 23rd Special Board Meeting. CARRIED.

K. Closed Session

No Closed occurred.

L. Notice of Meeting Dates

- A Special Committee of the Whole Full-Day Planning Meeting will be held on Thursday, May 23, 2019 at 9:00am. With a Special Board Meeting to follow, tentatively scheduled for 3:45pm.
- ILLO Information Session and Community Consultation June 13, 2019 at 6:00pm.
- The next regularly scheduled Board Meeting is June 20, 2019 at 2:00pm.

M. Adjourned

BMPL-Resolution 2019-064

Moved by Maurice Pepper, THAT this Board does now adjourn at 3:50 p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary