
The Blue Mountains Public Library Board Meeting

Meeting Date: June 20, 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:	Rob Potter	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 Chair welcomed the two new Board Members: Dorothy Cammaert and Gary Zalot.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2019-072

Moved by Joanne Vivona and seconded by Jesse Glass, THAT this Board approve the Agenda of June 20, 2019. 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 2019-073

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board receive as information:

- 1) *ADM.19.30* entitled “Inter-Library Loan Consultation & Options Report”;
- 2) *GOV.19.19* entitled “MAC Appointment Report”;
- 3) *FIN.19.07* entitled “Budget 2020 Considerations Report”;
- 4) *FIN.19.06* entitled “Consolidated Audit of 2018 Financials”;
- 5) *GOV.19.16* entitled “VS-CC Cmt Report—June2019”;

- 6) *GOV.19.17* entitled “*C-SP Cmt Report—June 2019*”;
- 7) *ADM.19.27* entitled “*Service Excellence & Operational Updates—June 2019*”;
- 8) *ADM.19.28* entitled “*Action Plan 2019 Update-June 2019*”;
- 9) *GOV.19.18* entitled “*Key Messages Update—June 2019*”;
- 10) *ADM.19.29* entitles “*Personnel Policy Revisions: POL-ADM.2018.38 Leaves Request*”.

CARRIED

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2019-074

Moved by Joanne Vivona and seconded by Laurey Gillies, THAT this Board approve as circulated the minutes of May 16, 2019. CARRIED.

BMPL-Resolution 2019-075

Moved by Jesse Glass and seconded by Laurey Gillies, THAT this Board approve as circulated the summary minutes of the May 23, 2019 Special Committee of the Whole Training Meeting. CARRIED.

BMPL-Resolution 2019-076

Moved by Laurey Gillies and seconded by Jesse Glass, THAT this Board approve as circulated the minutes of the Special Board Meeting of May 23, 2019. CARRIED.

D.2 Business Arising from the Minutes

No Business Arising

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 ILLO Report

The CEO introduced the report and a brief discussion occurred. While ILLO is an operational matter the CEO explained there are political ramifications to any change to the program. It was determined that the CEO shall bring back any further updates to the Board, and if the program will be over budget, will be brought back to the Board for future discussions. The CEO stated the program will be reinstated for BMPL no later than Wednesday, July 3, 2019.

F.2 MAC Appointment

The Museum Advisory Council applicant(s) were presented for consideration. The Board appointed a fifth member making the complement:

1. Christine Clark Appointed February 21, 2019
2. Rob Potter Appointed January 17, 2019
3. Rick Rzeplinski Appointed February 21, 2019
4. Robert B. Waind Appointed February 21, 2019
5. Kirsty Stevenson Appointed June 20, 2019.

BMPL-Resolution 2019-077

Moved by Joanne Vivona and seconded by Jesse Glass, THAT this Board appoint Kirsty Stevenson to the Museum Advisory Council for the duration of the 2018-2022 term. CARRIED.

F.3 Budget 2020 Considerations

The report was discussed with focus on the budgetary needs and Board priorities.

- C-SP Cmt requested consideration of a television installed in the BVCC in 2020 with a second installed in a secondary TBM site in 2021.
- Additionally, \$3,000 was recommended for 2020 for Town Hall style meeting. The OC-BLG Cmt requested training to be included in the 2020 budget.
- The VS-CC Cmt acknowledged that anything needed for campaigns or new facilities would be included in the building program. This will be confirmed as the TBM/VS-CC committee progresses over the summer months.
- The 25th anniversary was identified as a key priority of the Board in 2020, but one that should be funded through either grant dollars or as part of the capital campaign.
- In order to maintain ILLO in 2020 the CEO will need \$2,000 of the projected \$6,000 in the budget. This will not be a complete program, but should be enough to move the program forward pending additional contributions or changes in the provincial system. Community members have identified an interest in donating for this purpose or in book clubs assisting with supporting this program. These options will be entertained.
- A Communications staff addition was identified and should be sought in partnership with the TBM Communications department.
- \$5,000 addition to the Strategic Plan in year 2 and 3 was requested. Roll-over of funds from 2019 may be entertained to meet this need. The Board requested the CEO bring a breakdown of the potential roll-over.

The Board requested the CEO to bring back a draft budget report identifying what options will be within budget.

F.4 BMPL Consolidated Audit Approval

The Board reviewed the consolidated library/museum statements. The CEO explained that the Craiglieth Heritage Depot will not be receiving a separate audit of 2018 statements as there are no current grants available which require it. Should this opportunity arise, then the Finance department will facilitate the audit with KPMG.

BMPL-Resolution 2019-078

Moved by Joanne Vivona and seconded by Jesse Glass, THAT this Board approve the Consolidated Audit of the Blue Mountains Public Library 2018 Financial Statements. CARRIED.

BMPL-Resolution 2019-079

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board appoint the Town of The Blue Mountains auditing firm to conduct the consolidated audit of BMPL for 2019. CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaigns Report

The Committee Chair made a verbal update on the committee meetings with the Town, stating progress has been made with both the Town and Library Board working together towards a 2020 budget proposal for LES expansion.

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

No report. No meeting since the last Board Report.

G.3 Communication & Strategic Planning Committee Report

The Committee Chair presented the draft Communications and Advocacy Plan. Updates were made and the document was approved. The Board advocacy schedule was presented including dates for Committee of the Whole planned presentation.

BMPL-Resolution 2019-080

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board accept the Board Communications and Advocacy Plan. CARRIED.

G.4 Service Excellence & Operational Updates

The CEO presented the subscription numbers as of June which are 539 e-newsletter and 663 blogs. At the start of January 2019 the e-newsletter subscriptions were 418 subscribers e-newsletters. The Board was asked if we would like to identify the completion of the task at 15% or increase the goal. The Board agreed to maintain the outcome of C1 on the Action Plan and for the CEO and staff to continue building the subscribers.

G.5 Action Plan 2019 Updates

The Action Plan successes to date were presented to the Board. As of the meeting 39 of 85 outcomes have been achieved or are ongoing (46%).

H. Other Reports

H.1 Personnel Policy Revisions

The POL-ADM.2018.38 Leaves Request was reviewed. Amendments to the policy will re-align the document with the current Employment Standards Act.

BMPL-Resolution 2019-081

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the recommended changes to *POL-ADM.2018.38 Leaves Request*. CARRIED.

H.2 Committee Structure

A brief discussion on the committees occurred. With two new members to appoint to committees a concern with quorum was presented. A recommendation for the Chair to be ex-officio on each committee. With four members on a committee and an ex-officio Chair, quorum for the Board could be met at a committee meeting. The CEO and members of the Board provided options for consideration. The Board directed the OC-BLG Cmt to consider options and report back by the November Board Meeting when the 2020 Committees will be appointed. Jesse Glass, who sits on both the C-SP and OC-BLG Committees agreed to step off the C-SP Cmt in order for one of the new members to join, and for the Chair to be able to attend from time to time without impacting quorum.

BMPL-Resolution 2019-082

Moved by Jesse Glass and seconded by Laurey Gillies, THAT this Board accept the resignation of Jesse Glass from the Communications & Strategic Planning Committee. CARRIED.

BMPL-Resolution 2019-083

Moved by Gary Zalot and seconded by Joanne Vivona, THAT this Board direct the Organizational Capacity, By-Laws & Governance Committee to review the committee structure and make recommendations on options for complement and quorum by the November Board Meeting. CARRIED.

I. Roundtable

I.1 Roundtable—General updates by the Board

- 1) Notice of Finance Workshop, Optional.
The budget was moved to September approval. Therefore, the optional finance workshop will occur prior to the September Board Meeting.
- 2) Committee Appointments
The new members will consider the Board Committees of VS-CC and S-SP and their personal interests, and appointments will be made at the July meeting.
- 3) Bill 108 Update
The CEO provided an update to Bill 108. Based on a workshop provided by the Ministry, DC funds should be available to those who had reserves. In the case of the Library, these funds should be moved to the CBC. The TBM must have a CBC By-Law or other suitable documentation passed by January 2021. A Ministry created PowerPoint was shared.
- 4) Canada Day Eve
The schedule of the food ticket sales was discussed. Board members signed up for shifts at the BMPL Canada Day Eve event.
- 5) June 24, 2019 Council Presentation
The CEO will be presenting to Council the provincial landscape for libraries on June 24 at 7pm. Board members are invited to attend. This will be an opportunity to present the information on ILLO and to assure Council is up to date on any service changes.

6) Training

Training needs were discussed. Sabrina Saunders stated Tim Hendry (TBM Communications) would be providing a workshop at the July Board Meeting. This session would offer information on what a capital campaign looks like and what the Board should prepare for. Examples of campaigns for libraries he has been involved with will be discussed.

BMPL-Resolution 2019-084

Moved by Joanne Vivona and seconded by Jesse Glass, THAT this Board accept as information the Roundtable discussions. CARRIED.

J. Key Messages

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

BMPL-Resolution 2019-085

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-June 2019. CARRIED.

K. Closed Meeting

None was required.

L. Notice of Meeting Dates

The next regularly scheduled Board Meeting is July 18, 2019 at 2:00pm.

- The Board and CEO are providing a deputation to Council June 24th at 7:00pm.
- Canada Day Eve Party is June 30 4:00-9:00pm.
- The TBM training for BMPL Board, local boards, and committees of Council July 16th in Chambers at 7:00pm.
- A joint presentation to Council is scheduled for the August 26th tentatively at 1:00pm.
- There are no OC-BLG or C-SP Committee meetings over the summer. The VS-CC will continue to meet up to bi-weekly with TBM. Some meetings may be with admin only.

M. Adjourned

BMPL-Resolution 2019-086

Moved by Maurice Pepper, THAT this Board does now adjourn at 5:26 p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary