
The Blue Mountains Public Library Board Meeting

Meeting Date: July 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) Dorothy Cammaert Laurey Gillies
Jesse T. Glass, Q.C. Rob Potter Odeen Probert
Joanne Vivona Gary Zalot

Absent: N/A

Regrets: Jesse T. Glass Rob Potter

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.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2019-087

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the amended Agenda of July 18, 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 2019-088

Moved by Odeen Probert and seconded by Laurey Gillies, THAT this Board receive as information:

- 1) *FIN.19.09* entitled “Quarterly Finance Report-Q2”;
- 2) *ADM.19.34* entitled “Service Excellence & Operational Updates—July 2019”;
- 3) *ADM.19.35* entitled “Action Plan 2019 Update-July 2019”; and
- 4) *GOV.19.20* entitled “Key Messages Update—July 2019”

CARRIED

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2019-089

Moved by Joanne Vivona and seconded by Gary Zalot, THAT this Board approve as amended the minutes of June 20, 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

The Board discussed an email which was received pertaining to the TBM Budget survey. It was determined that, as this survey was a TBM release, the Board and BMPL would support promotion as requested by the TBM Communications Department and as patron assistance requires, but not initiate any individual independent promotion.

BMPL-Resolution 2019-090

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board accept as information the Correspondence from Barrie Lennox; and direct the CEO to provide a response explaining the Board position. CARRIED.

F. Action Items

F.1 Election/Appointments to Committees

The two new members were given an opportunity to self-nominate to the committees.

BMPL-Resolution 2019-091

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board appoint Gary Zalot to the Vibrant Spaces & Capital Campaign Committee and Dorothy Cammaert to the Communication & Strategic Planning Committee. CARRIED.

F.2 Finance Report-Q2

The CEO presented an overview of the second quarter (Q2) Finance Report as well as an overview tutorial of the finance reporting process, including cash, investment, and reserve accounts.

BMPL-Resolution 2019-092

Moved by Odeen Probert and seconded by Dorothy Cammaert, THAT this Board approve *FIN.19.09* entitled "Quarterly Finance Report-Q2" as presented. CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaigns Report

The Committee Chair provided a verbal update on the process occurring between the VS-CC Committee and members of the TBM SMT. The primary focus of the most recent meeting was the discussion of needs within the L.E. Shore building in the three areas of repairs/maintenance, renovation, and expansion and budget implications of each. No meeting will occur with this working group until July 30 in order for estimates to be gathered by the CEO for internal needs and the A/Director of Community Services on repairs/maintenance and expansion. The next scheduled regular committee meeting was moved to July 30, from Aug 6, in order to provide a longer meeting on the same day. The Committee meeting will follow the joint meeting at approximately 2:45 in the BMPL Boardroom.

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

No report. No meeting since the last Board Report.

G.3 Communication & Strategic Planning Committee Report

No report. No meeting since the last Board Report.

G.4 Service Excellence & Operational Updates

The CEO provided an overview of the circulated report.

G.5 Action Plan 2019 Updates

The Action Plan successes to date were presented to the Board. As of the meeting 41 of 85 outcomes have been achieved or are ongoing (48%).

H. Other Reports

H.1 Minister's Award for Innovation-Small Library

The CEO presented an overview of the Minister's Award program and gave notice that BMPL will be submitting for the Reel History Film Series, with a highlight on the VR films. A resolution of Board acknowledgement is required for submission to the program.

BMPL-Resolution 2019-093

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board endorse the Blue Mountains Public Library's application to the Minister's Award for Innovation for the Reel History Project. CARRIED.

H.2 Budget 2020 Review and Direction

The CEO provided an overview of the draft 2020 budget to date and requested direction on several board budget lines. The draft budget will be presented at the September 19, 2019

meeting with a 9:00am workshop on the draft budget for any members who would like to attend the optional review of the TBM budget process and proposed budget package.

I. Roundtable

I.1 Roundtable—General updates by the Board

- 1) Notice of Finance Workshop, Optional.
The optional budget workshop will occur Wednesday, September 18th at 9:00am.
- 2) Remembrance Day
The Board stated an interest in participating in the TBM Remembrance Day ceremony.
- 3) Meaford Public Library Fundraising
A brief update was made on the fundraising program of the MPL Fundraising Committee.

BMPL-Resolution 2019-094

Moved by Odeen Probert and seconded by Laurey Gillies, THAT this Board accept as information the Roundtable discussions. CARRIED.

J. Key Messages

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

BMPL-Resolution 2019-095

Moved by Odeen Probert and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-July 2019. CARRIED.

K. Closed Meeting

None was required.

L. Notice of Meeting Dates

The next regularly scheduled Board Meeting is September 19, 2019 at 2:00pm.

- A joint presentation to Council is scheduled for the August 26th Committee of the Whole, 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 and July 30. Some meetings may be with admin only.
- September Committee Meetings:
 - VS-CC Sept 3rd at 1:00pm
 - C-SP Sept 24th at 9:00am
 - OC-BLG Sept 24th at 1:00pm

M. Adjourned

BMPL-Resolution 2019-096

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:00 p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary