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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** September 19, 2019  
**Meeting Time:** 2:00 p.m. Open Session  
**Location:** L.E. Shore Boardroom  
**Prepared By:** Dr. Sabrina Saunders, CEO/Secretary of the Board

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**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:** Odeen Probert  
**Staff:** Dr. Sabrina ER Saunders, CEO  
**Prepared By:** Dr. Sabrina ER Saunders, CEO

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### A. Call to Order

The Chair called the meeting to order at 2:01pm. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

### B. Agenda

#### B.1 Approval of the Agenda

##### **BMPL-Resolution 2019-098**

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board approve the amended Agenda of September 19, 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 2019-099**

Moved by Joanne Vivona and seconded by Jesse Glass, THAT this Board receive as information:

- 1) *GOV.19.21* entitled “*Vibrant Spaces & Capital Campaign Committee Report—September 2019*”;
- 2) *ADM.19.39* entitled “*Service Excellence & Operational Updates—September 2019*”;
- 3) *ADM.19.40* entitled “*Action Plan 2019 Update- September 2019*”;
- 4) *ADM.19.38* entitled “*25<sup>th</sup> Anniversary Year-Long Activities*”;
- 5) *ADM.19.17* entitled “*Risk Management LE Shore Facility*”;

- 6) *ADM.19.18* entitled “*Risk Management Craigleith Heritage Depot Facility*”; and
- 7) *GOV.19.22* entitled “*Key Messages Update— September 2019*”.

CARRIED

## **D. Minutes**

### **D.1 Previous Minutes**

#### **BMPL-Resolution 2019-100**

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board approve as the minutes of July 18, 2019. CARRIED.

#### **BMPL-Resolution 2019-101**

Moved by Laurey Gilles and seconded by Gary Zalot, THAT this Board approve as the e-poll minutes of August 12, 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 invitation to present the Library Budget at a Citizen’s Forum Meeting. The budget is presented to the Board and then to Council. The CEO and members of the Board may be available to discuss parts of the Budget at a later date.

#### **BMPL-Resolution 2019-102**

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board accept the Correspondence discussion as information. CARRIED.

## **F. Action Items**

### **F.1 2020 Proposed Budget**

The Budget deadline for submission to Council has been pushed back to November 2019.

Therefore, the BMPL budget will be presented at the November board meeting. Discussions of a budget workshop occurred. Ultimately, the Board decided to not have a separate meeting to review the budget, but to complete this as part of the regular meeting.

## **F.2 Board Trustee Meeting**

Board member Joanne Vivona volunteered to attend the TC3 (Trustee Council Region 3) meeting on Saturday, October 26<sup>th</sup> at the Grey Highlands Public Library in Flesherton on behalf of the BMPL Board. The CEO will register Joanne and provide her with some talking points for the meeting.

### **BMPL-Resolution 2019-103**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board direct Joanne Vivona to attend the Fall Regional Trustee Meeting on behalf of the BMPL Board. CARRIED.

## **F.3 25<sup>th</sup> Anniversary Year-Long Activities**

The Board engaged in a discussion about the 25<sup>th</sup> anniversary year for BMPL and what activities the Board would like to be involved in. Other activities to be completed by the Museum Advisory Council and by the administration including the Arts Advisory Council (ACC) tasks were discussed. The Board opted to hold one major fundraiser for the Library which would be a primary Board function. This was a Gala on the Saturday, December 5, 2020 (prior to the 25<sup>th</sup> anniversary of December 8<sup>th</sup>). The Gala planning will fall to the Vibrant Spaces & Capital Campaign Committee (VS-CC) with CEO, but all Board members will have roles including selling tickets and promotion of the event. Additional direction was made on other potential Board fundraising events.

### **BMPL-Resolution 2019-104**

Moved by Rob Potter and seconded by Gary Zalot, THAT this Board direct the CEO and Vibrant Spaces & Capital Campaign Committee to proceed with a fundraising and event schedule for the 2020 25<sup>th</sup> Anniversary. CARRIED.

### **BMPL-Resolution 2019-105**

Moved by Rob Potter and seconded by Gary Zalot, THAT this Board direct the CEO to book Cranberry Golf Club for a 25<sup>th</sup> Anniversary Golf Tournament and for the CEO to work with the Vibrant Spaces & Capital Campaign Committee on planning the event. LOST

### **BMPL-Resolution 2019-106**

Moved by Jesse Glass and seconded by Dorothy Cammaert, THAT this Board direct the CEO to book the Westin for the 25<sup>th</sup> Anniversary Gala and for the CEO to work with the Vibrant Spaces & Capital Campaign Committee on planning the event. CARRIED.

### **BMPL-Resolution 2019-107**

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board direct the CEO to plan a Million Quarter Campaign to occur during the 25<sup>th</sup> anniversary year of BMPL; and that any proceeds be designated for the BMPL Capital Campaign. CARRIED.

## **G. Strategic Plan Updates**

### **G.1 Vibrant Spaces & Capital Campaigns Report**

The Committee Chair provided a verbal update on the August 26<sup>th</sup> setback for LES expansion discussions. The TBM Facilities Master Plan and TBM Leisure Activities Guide were described as

being completed on an expedited time frame with 2020 funding. BMPL's two locations will be included within these plans. The BMPL Board and staff will be involved in the process.

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

While there was no meeting of this committee since the last Board Meeting, the Committee Chair provided a verbal update on the next steps of this committee. The OC-BLG is scheduled to meet the following week and will be focusing on the Board evaluation and the review of the TBM Code of Conduct and updating of the BMPL Code of Ethics with Oath of Appointment (working title). Sponsorship policies and Terms of Reference updates will follow in coming meetings.

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

While there was no meeting of this committee since the last Board Meeting, the Committee Chair provided a verbal update on the next steps of this committee. The C-SP is scheduled to meet the following week and will be focusing on the Communication Strategy and timeline updates for advocacy and Council Deputations. A general strategy will be discussed on enhancing the community's understanding of the broader view of BMPL services.

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

The CEO provided an overview of the circulated report. The opportunity to have a joint meeting with the Museum Advisory Council was discussed. The Communication & Strategic Plan committee will work with the CEO to plan a half day meeting where advocacy strategies can be streamlined to GLAM joint initiatives.

### **G.5 Action Plan 2019 Updates**

The Action Plan successes to date were presented to the Board. As of the meeting 49 of 86 outcomes have been achieved or are ongoing (57%).

#### **BMPL-Resolution 2019-108**

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board direct the standing committees and CEO to consider 2020 Action Items. CARRIED.

## **H. Other Reports**

### **H.1 Risk Management Report of L.E. Shore Facility**

The report was discussed. The CEO will be working with Community Services to ensure all items are included in the 2020 budget sheet. Non repair/maintenance items will be added to the BMPL sheet.

### **H.2 Risk Management Report of Craigleith Heritage Depot**

The report was discussed. The CEO will be working to identify what items in the report can be included in the Canada Infrastructure Program application and which items need to be a stand alone budget sheet. It will need to be determined if this will be included in the 2020 budget sheets

H.3 **TBM's FAF.19.190 Canada Infrastructure Program – Community, Culture and Recreation Stream Grant Application [CoW 9-16-19]**

An update was provided by the CEO and Rob Potter to the report and CoW directions provided by Council.

H.4 **TBM's FAF.19.178 2020 Budget Survey Results [CoW 9-16-19]**

An update was provided by the CEO and Rob Potter to the report presented at CoW, focusing on the library specific responses and comments.

**I. Roundtable**

**I.1 Roundtable—General updates by the Board**

- 1) A brief discussion occurred around types of Gala's which could be considered as well as who had experience in planning and implementation.
- 2) The Institute of South Georgian Bay is holding an Arts & Culture discussion at Marsh Street on September 19<sup>th</sup>. Both Rob Potter and the CEO were planning to be in attendance.
- 3) A brief discussion on committees occurred. A reminder that the Committees would be reappointed at the November meeting was made and board members were encouraged to consider their choices well before the date of appointment.

**BMPL-Resolution 2019-109**

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board accept as information the Roundtable discussions. CARRIED.

**J. Key Messages**

The September Key Messages were determined by the Board and approved for immediate release.

**BMPL-Resolution 2019-110**

Moved by Jesse Glass and seconded by Rob Potter, THAT this Board approve the release of the Key Messages Update-September 2019. CARRIED.

**K. Closed Meeting**

None was required.

**L. Notice of Meeting Dates**

The next regularly scheduled Board Meeting is October 17, 2019 at 2:00pm.

- Committee Meetings:
  - VS-CC October 1<sup>st</sup> at 1:00pm
  - C-SP September 24<sup>th</sup> and October 22<sup>nd</sup> at 9:00am
  - OC-BLG September 24<sup>th</sup> and October 22<sup>nd</sup> at 1:00pm

**M. Adjourned**

**BMPL-Resolution 2019-111**

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:31 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