



# Minutes

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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** March 22, 2018  
**Meeting Time:** 2:00 p.m. Open Session  
**Location:** Gallery at the L.E. Shores Memorial Library & Gallery  
**Prepared by** Dr. Sabrina Saunders, CEO

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<b>In Attendance</b>	Odette Bartnicki	Bob Gamble	Laurey Gillies
	Michael Martin	John McKean	Maurice Pepper
	Willi Wildman		
<b>Absent</b>	N/A		
<b>Regrets</b>	N/A		
<b>Staff</b>	Dr. Sabrina ER Saunders, CEO		
<b>Guests</b>	N/A		

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### A. Call to Order

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The Chair called the meeting to order at 2:00pm

#### A.1 Approval of Agenda

##### **BMPL-Resolution 2018-33**

Moved by: Odette Bartnicki

Seconded by: Willi Wildman

THAT the Blue Mountains Public Library Board Agenda of March 22, 2018 be approved as circulated, including any items added to the Agenda.

CARRIED.

#### A.2 Declaration of Pecuniary Interest and general nature thereof

None Identified

#### A.3 Previous Minutes

##### **BMPL-Resolution 2018-34**

Moved by: Maurice Pepper

Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board minutes of February 15, 2018 be approved as circulated, including any revisions to be made.

CARRIED.

**BMPL-Resolution 2018-35**

Moved by: Odette Bartnicki                      Seconded by: Laurey Gillies  
THAT The Blue Mountains Public Library Board Closed Session minutes of February 15, 2018 be approved as circulated, including any revisions to be made.

CARRIED.

**A.4 Action Items**

**BMPL-Resolution 2018-36**

Moved by: Bob Gamble                      Seconded by: Laurey Gillies  
THAT The Blue Mountains Public Library Board receive as information the Board Action Item List as at February 15, 2018.

CARRIED.

**B. Deputations**

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**B.1 None**

**C. Staff Reports**

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**C.1 Library CEO Report**

**BMPL-Resolution 2018-37**

Moved by: Maurice Pepper                      Seconded by: Odette Bartnicki  
THAT The Blue Mountains Public Library Board receive the March 2018 CEO Report as information.

CARRIED.

The CEO added an update on staffing that the new Museum Assistant has been hired and Letter of Offer is going out this week. Additionally a new Page (youth staff) has been hired with Letter of Offer out. An Intern will be hired for May through August work and will be working with the CEO directly.

A member asked if the Fire Department will be working with the CEO on mock drills. The CEO stated when the building moves to actual Fire Drills they will be involved. The first round will be Table Top Exercises and mock/practice runs without patrons on site to bring the staff to a level of comfort and proficiency.

**C.2 Library and Museum Operating Budget Variance Report**

**BMPL-Resolution 2018-38**

Moved by: Maurice Pepper                      Seconded by: Bob Gamble  
THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Budget Variance Report as at February 28, 2018.

CARRIED.

Several questions were posed by members to the CEO/Treasurer, who provided clarification. These included why items were at or near the annual allowance. Purchased Services was explained to be due to legal costs. Operating Expenses were due to annual subscription renewals, and Financial Expenses were due to insurance increases including the Special Occasion Insurance. Interest & Investments was described as being over budget, which is a positive as this means we have made more than budgeted.

#### **BMPL-Resolution 2018-39**

Moved by: Odette Bartnicki

Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board approve the Quarterly Finance Report [December 31, 2017] as presented.

CARRIED.

Quarterly reports will be presented closer to the month after the quarter ends moving forward. The focus of these reports will be to present the other assets held by the Board or the Town on behalf of the Board. The Development Charges [Library] Account held \$933,070.17 as of December 31, 2017. An additional \$2,456 was received (2 permits) in January and \$7,163 in February. There is additionally \$50,000 in reserve by TBM by-law for the use of library construction or studies, engineering and legal services towards expansion of library services. The Investment Account was stated to have \$5,493.98 and Board Account to have \$39,011.30 at the close of December 31. The Board account, where funds from the Ministry are deposited according to the Public Libraries Act had an accounts payable owed to the Town for \$26,560. These funds were received by the Board and paid by the Board for services. The CEO will arrange for the transfer to Town to occur immediately.

A member requested that the Land Reserve fund which had \$121,000 in 2015 and the Library Asset Fund which had \$21,000 at that time be added to the report for close of March quarter. This member also thanked the CEO for providing the asset report which had not been delivered in a number of years.

### **C.3 Library & Museum Services Report**

#### **BMPL-Resolution 2018-40**

Moved by: Bob Gamble

Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive as information the March 2018 Library & Museum Services Report.

CARRIED.

The CEO made additional mention of the highlight that the Craigeith Heritage Depot has received for their award nominated Reel Histories Series. Not only are the Indigenous Peoples up for an award, it has given opportunities for the museum to begin to make inroads with the indigenous peoples, including the Wyandot of Kansas who participated in the documentary.

## **D. Committee Reports**

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### **D.1 Arts Advisory Council Report**

#### **BMPL-Resolution 2018-41**

Moved by: Willi Wildman

Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board receive the January 9, 2018 minutes of the Arts Advisory Council.

CARRIED.

#### **BMPL-Resolution 2018-42**

Moved by: Willi Wildman

Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board receive the February 13, 2018 minutes of the Arts Advisory Council.

CARRIED.

A member requested having a monthly report include the monthly sales within the gallery.

### **D.2 Museum Advisory Council Report**

The bi-monthly meeting for March occurs after the Board meeting.

### **D.3 By-Law and Governance Committee Report**

#### **BMPL-Resolution 2018-43**

Moved by: Odette Bartnicki

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive as information the March 22, 2018 By-Laws and Governance Committee Report as presented.

CARRIED.

#### **BMPL-Resolution 2018-44**

Moved by: Maurice Pepper

Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board amend the proposed resolution D.3(2) from “to take effect at the April 19, 2018 Board meeting” to read “to take effect at the close of this Board meeting”.

CARRIED.

#### **BMPL-Resolution 2018-45**

Moved by: Michael Martin

Seconded by: Odette Bartnicki

THAT, pertaining to proposed resolution D3(2), The Blue Mountains Public Library Board strike BLG6.4(3) from the proposed By-Laws and Governance policy.

CARRIED.

**BMPL-Resolution 2018-46**

Moved by: Michael Martin    Seconded by: Willi Wildman

THAT, pertaining to proposed resolution D3(2), The Blue Mountains Public Library Board strike BLG6.4(4) from the proposed By-Laws and Governance policy.

A recorded vote was requested:

Odette Bartnicki—No

Bob Gamble—Yes,

Laurey Gillies—Yes

Michael Martin—Yes

Maurice Pepper—No

Willi Wildman—Yes

John McKean—Yes.

CARRIED.

**BMPL-Resolution 2018-47**

Moved by: Laurey Gillies    Seconded by: Maurice Pepper

THAT, pertaining to proposed resolution D3(2), The Blue Mountains Public Library Board amend the proposed BLG4.2.

CARRIED.

**BMPL-Resolution 2018-48**

Moved by: Odette Bartnicki    Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board approve the By-Laws and Governance Policies as amended POL-BLG.2018.01 through POL-BLG.2018.20 to take effect at the close of this Board meeting.

CARRIED.

**BMPL-Resolution 2018-49**

Moved by: Odette Bartnicki    Seconded by: Laurey Gillies

THAT, as the Criminal Records Checks [BLG4,1] were not part of the procedures of appointment for the 2014-2018 Board, The Blue Mountains Public Library Board waive this requirement until appointment if the next Board by Council.

CARRIED.

**BMPL-Resolution 2018-50**

Moved by: Laurey Gillies    Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board approve the *Access to Information and Protection of Privacy Policy*, as amended, as POL-SYS.2018.21.

CARRIED.

**BMPL-Resolution 2018-51**

Moved by: Laurey Gillies    Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board approve the *Code of Ethics* as POL-SYS.2018.22.

CARRIED.

**BMPL-Resolution 2018-52 Rejected**

Moved by: Michael Martin    Seconded by: Maurice Pepper  
THAT The Blue Mountains Public Library Board strike point 4 from the proposed *Oath of Confidentiality*.

CARRIED.

**BMPL-Resolution 2018-53**

Moved by: Laurey Gillies    Seconded by: Odette Bartnicki  
THAT The Blue Mountains Public Library Board approve the *Oath of Confidentiality*.

CARRIED.

**BMPL-Resolution 2018-54**

Moved by: Maurice Pepper    Seconded by: Laurey Gillies  
THAT The Blue Mountains Public Library Board split proposed motion D.3(7) into two motions; expiry of Chair term and expiry of Vice Chair term.

CARRIED.

**BMPL-Resolution 2018-55**

Moved by: Odette Bartnicki    Seconded by: Laurey Gillies  
THAT The Blue Mountains Public Library Board Chair position's two-year term expire at the close of the March meeting; and as such, an election will occur at the April 2018 meeting.

CARRIED.

**SEPERATED BUT NOT VOTED ON**

Moved by: ---    Seconded by: ---  
THAT The Blue Mountains Public Library Board Vice-Chair position's one-year term expire at the close of the March meeting; and as such, an election will occur at the April 2018 meeting.

CARRIED.

**BMPL-Resolution 2018-56**

Moved by: Odette Bartnicki    Seconded by: Laurey Gillies  
THAT The Blue Mountains Public Library Board elect, by acclamation, Maurice Pepper to the position of Vice Chair for the remainder of the one-year term, to expire in alignment with the closing of the 2014-18 Board.

CARRIED.

Laurey Gillies made a verbal report that the MOU has gone through committee and has been reviewed by the Southern Ontario Library Services (SOLS) representative Anne Marie Madziak and will be brought to the Town Directors by the CEO for a last read. This document is expected to be presented to the Board for approval at the April meeting and then at Council for the May 7, 2018 meeting for approval. The CEO was requested to read comments by Ms. Madziak for the record. She wrote to the committee, *“Overall, the MOU is excellent and depicts an unusual level of understanding and respect on the part of*

*municipal staff. This bodes well for a strong working relationship going forward! Once [the MOU] is finished, I hope you and your board will allow SOLS to use it as an excellent example of an MOU”.*

#### **D.4 Strategic Plan Committee Report**

##### **BMPL-Resolution 2018-57**

Moved by: Odette Bartnicki

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive as information the March 22, 2018 Strategic Plan Committee Report as presented.

CARRIED.

Odette Bartnicki (Chair) made a verbal report that the committee will be presenting the draft mission and values to the Board and will have opportunities for community feedback on these items before they are brought to the Board for approval. The Committee will be meeting regularly to complete the consultation and writing of the report.

The Chair asked the CEO to provide an update on the RFP: Feasibility Study and Space Plan. The CEO stated the scope of the project had been changed from the original intended plan as the lands proposed in the Craighleith area should be based on the needs of the service, and not trying to fit the service into known lands. She further described the Reserve and Development Charges usage on this project and the timeline for it to come back to the Board. Finally, she described the evaluation committee process according to policy and that Board members would not be a part of the evaluation team, nor able to sit as observers unless the Board was prepared to forgo the final decision to award contract. As such, the Board will retain the ultimate governance process and the CEO as Chair of the evaluation committee will assemble a committee with expertise to best evaluate the proposals.

#### **E. Correspondence**

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##### **E.1 Correspondence from the Thornbury-Clarksburg Rotary Club**

The Thornbury-Clarksburg Rotary Club presented the Library with two checks totaling \$1,600 for children’s and large print collections. The Board requested the CEO to send a thank you to the Rotary Club for their ongoing support.

##### **BMPL-Resolution 2018-58**

Moved by: Maurice Pepper

Seconded by: Laurey Gilles

THAT The Blue Mountains Public Library Board receive the Correspondence from the Thornbury-Clarksburg Rotary Club, and that the Board thanks the Rotary members for their contribution of \$1,600.

CARRIED.

#### **F. New and Unfinished Business / Round Table**

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##### **F.1 Trustee Council Meeting and 2018 Representative**

**BMPL-Resolution 2018-59**

Moved by: Odette Bartnicki                      Seconded by: Laurey Gilles

THAT The Blue Mountains Public Library Board appoint Odette Bartnicki as the 2018 Trustee Representative for the SOLS Trustee Listserve; and THAT Odette Bartnicki bring all official correspondence to the Board as information.

CARRIED.

**BMPL-Resolution 2018-60**

Moved by: Michael Martin                      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board approve Laurey Gillies to attend the Spring Trustee Council meeting in April 2018.

CARRIED.

**F.2 Notice of Human Resources Policies at the April 19, 2018 Meeting**

A notice was provided to the Board that the new Human Resources policies would be on the agenda for approval in April, with a complete repeal of existing HR policies. These will be circulated to the Board ahead of the agenda package for ample time for review and again with the public package.

**F.3 Volunteer Reception April 19, 2018 at 12:30**

The Board was reminded that they will be hosting a volunteer reception prior to the Board Meeting. Invitations have gone out to the AAC and MAC members, as well as library and museum volunteers.

**F.4 Round Table Discussions**

Odette Bartnicki (Chair) and members of the Strategic Planning Committee were commended on an excellent Training Day on Monday, March 19, 2018.

Laurie Gillies (Chair) and members of the By-Laws and Governance Committee were commended on the thorough work on the By-Laws document and the running of the review and approvals.

John McKean was thanked and congratulated on his work as Chair over the two year term.

**BMPL-Resolution 2018-61**

Moved by: Odette Bartnicki                      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board accept the Other Business and Round Table Discussions as information.

CARRIED.

**G. Closed Session--NONE**

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**H. Notice of Meeting Dates / Adjournment**

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The next Regularly Scheduled Board Meeting will be April 19, 2018 at 2:00 pm at the Gallery of the L.E. Shore Memorial Library & Gallery.



The Volunteer Reception will occur prior to the meeting, at 12:30pm in The Gallery.

## **I. Adjournment**

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Having come to the end of the agenda, the Board adjourned.

### **BMPL-Resolution 2018-62**

Moved by: Laurey Gillies

THAT this Library Board does now adjourn at 4:33 p.m. to meet again at the call of the Chair.

CARRIED.

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John McKean, Board Chair

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Dr. Sabrina Saunders, Board Secretary