
The Blue Mountains Public Library Board Meeting

Meeting Date: July 19, 2018
Meeting Time: 2:00 p.m. Open Session
Location: L.E. Shore Boardroom
Prepared By: Dr. Sabrina Saunders, CEO/Board Secretary

In Attendance: Odette Bartnicki (Chair) Bob Gamble Laurey Gillies
Michael Martin John McKean Maurice Pepper
Willi Wildman

Absent: N/A

Regrets: Michael Martin

Staff: Dr. Sabrina ER Saunders, CEO

Prepared By: N/A

A. Call to Order

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

A.1 Approval of Agenda

BMPL-Resolution 2018-140

Moved by John McKean and seconded by Bob Gamble, THAT the Agenda of July 19, 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.

H. Closed Session – Moved to Top Of Agenda

BMPL-Resolution 2018-141

Moved by John McKean and seconded by Bob Gamble, THAT with regard to section 16.1(4) of the Public Libraries Act, this Library Board do now move into closed session in order to address matters pertaining to labour relations or employee negotiations and with regard to personnel. CARRIED.

H.1 Previous Minutes—None

H.2 Review of Raw Data from the Employee Job Satisfaction Survey

The data was shared with the Board, which included identifiable content. The Board agreed the meeting minutes could be publicly circulated as the subsequent discussion did not address identifiable individuals.

Action Items for the 2018 and 2019 years, based on this data are for the CEO to:

- determine long-term Board needs to continue to build job satisfaction, as identified by the staff survey
- budget for a market study and job evaluation study in order to determine if the BMPL staff are properly placed on the grid, following the update to the job descriptions
- discuss the study with staff and identify the take-aways from the study administratively
- discuss the study with the managers and identify take-aways from the study operationally.

The CEO agreed that these items will become part of the 2018 Q4 work plan and be addressed at the All-Staff Annual Summit where the 2019 work plan will be the primary topic of discussion.

BMPL-Resolution 2018-142

Moved by Willi Wildman and seconded by John McKean, THAT The Blue Mountains Public Library Board receive as information the raw statistics and comments of the 2018 Employment Job Satisfaction Survey. CARRIED.

H.3 Adjournment of Closed Session

BMPL-Resolution 2018-143

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT The Blue Mountains Public Library Board adjourn the Closed Session and re-enter Open Session Meeting, in accordance with section 16.1(4) of the Public Libraries Act. CARRIED.

The Board rose from closed to public session at 2:57pm and Recessed until 3:00pm.

BMPL-Resolution 2018-144

Moved by Bob Gamble and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board accept the resolutions made in closed session for public release. CARRIED.

A.3 Previous Minutes

BMPL-Resolution 2018-145

Moved by John McKean and seconded by Maurice Pepper, THAT The Blue Mountains Public Library Board minutes of June 21, 2018 be approved as circulated, including any revisions to be made. CARRIED.

A.4 Action Items

The Action Plan 2018 update for July 2018 was presented with the Board Action List.

BMPL-Resolution 2018-146

Moved by John McKean and seconded by Maurice Pepper, THAT The Blue Mountains Public Library Board accept as information the Update of the Action Items. CARRIED.

B. Deputations

None.

C. Public Input on the Agenda

C.1 The Public Input on Agenda Items is an open mic session where community members may speak on any issue which is included in the agenda. This format is intended to provide an opportunity for community input prior to Board decisions being made. There is no advance application process. Prior to the meeting the Board Secretary will have a sign-up sheet for community members who wish to address issues on the agenda. On the sign-up sheet, presenters will be asked to identify the agenda item to be addressed. The order of presenters is at the discretion of the Chair. Total time is limited to 20 minutes for this agenda item and the Chair may extend this time if the Board approves and the agenda permits. Individual presenters shall be limited to three (3) minutes. Board questions and response will not be included in the time. The identity of presenter and agenda item addressed will be noted in the minutes.

No community were present at the meeting.

D. Staff Reports

D.1 Library CEO Report

The CEO Report was not included in the package. As a result, the CEO provided a verbal update including that staffing was at full capacity for the summer with two paid intern positions at L.E. Shore still open. The Feasibility Study and Space Plan(s) project was moving well with the managers having met with the LGA team.

BMPL-Resolution 2018-147

Moved by Bob Gamble and seconded by Maurice Pepper, THAT The Blue Mountains Public Library Board receive the July 2018 verbal CEO Report as information. CARRIED.

D.2 Library and Museum Operating Budget Variance Report

BMPL-Resolution 2018-148

Moved by John McKean and seconded by Maurice Pepper, THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Budget Variance Report as at June 30, 2018. CARRIED.

BMPL-Resolution 2018-149

Moved by John McKean and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board update the banking information to reflect the Signing Authorities as Chair Odette Bartnicki, Vice Chair Maurice Pepper, and CEO Sabrina Saunders. CARRIED.

BMPL-Resolution 2018-150

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board authorize the Chair and CEO to sign the final report of the Annual Survey to the Minister of Tourism Culture and Sport. CARRIED.

D.3 Library and Museum Services Report

BMPL-Resolution 2018-151

Moved by Laurey Gillies and seconded by Bob Gamble, THAT The Blue Mountains Public Library Board receive as information the July 2018 Library & Museum Services Report. CARRIED.

E. Committee Reports

E.1 Museum Advisory Council

June was a bi-month. No meeting occurred.

E.2 By-Laws and Governance Committee Report

Odette Bartnicki, Board Chair, passed the Chairing of the By-Laws and Governance Committee Report to the Committee Chair, Laurey Gillies.

The Chair was turned over to Committee Chair Laurey Gillies to present the By-Laws and Governance Report and lead discussions.

BMPL-Resolution 2018-152

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT The Blue Mountains Public Library Board approve the amended Human Resources Policy: *POL.ADM.2018.31 HR9—Hours of Work and Eating Periods*. CARRIED.

Following the Committee Report, the Chair returned to Odette Bartnicki, Board Chair.

E.3 Strategic Plan Committee Report

BMPL-Resolution 2018-153

Moved by John McKean and seconded by Bob Gamble, THAT The Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of July 19, 2018. CARRIED.

BMPL-Resolution 2018-154

Moved by Willi Wildman and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board accept as information the 2018 Employee Job Satisfaction Report. CARRIED.

BMPL-Resolution 2018-155

Moved by John McKean and seconded by Willi Wildman, THAT The Blue Mountains Public Library Board accept as information the Consultation Report. CARRIED.

F. Correspondence

F.1 Letter of Resignation: Michael Martin

The CEO made notice that Michael Martin, Council Member seat, had submitted a letter of resignation from the Library Board to her as Board Secretary. As a Council Member seat, the Library Board is unable to accept the resignation, which would be seen as directing Council business. Instead, this matter must be deferred to Council for a decision as the role is part of the Council member's portfolio of committee duties.

BMPL-Resolution 2018-156

Moved by Willi Wildman and Seconded by Laurey Gillies, THAT the Blue Mountains Public Library refer the Board resignation of Mr. Michael Martin to Council, as the member is appointed as a role and function of his seat on Council, and therefore this is not a Library Board matter. CARRIED.

G. New and Unfinished Business / Round Table

Round Table Discussions

G.1 2018-44-LIB RFP-Feasibility Study and Space Plan Update

The CEO made a verbal update that the Managers have met with LGA Architectural Partners Inc. and all documents have been provided to the consultant.

G.2 Discussion: CEO Press Release pertaining to Board Members Running for Elected Office [[POL-SYS.2018.50 The Library and Political Elections](#)].

The CEO stated that the Citizens Pages article which pointed out the Library Chair as being in conflict was not a valid point according to our policies, legislation, or standard provincial practices. This press release was released as the paper is a monthly

publication and the matter had been festering on social media for some time and needed to be addressed administratively. It was noted that the policy had been on the Board agendas and minutes since April, with no public input opportunities taken, so there should be no further need to address this matter, beyond the release.

G.3 Notice of Optional Finance Training and Budget Training—Tuesday, September 11, 2018 at 2:00pm

The CEO will offer an optional training for those who wish to participate. This is open to the public and staff as well. This session will look more deeply at reading the Variance Income Reports as well as the 2019 Budget package.

G.4 Notice of September Budget Presentation—Sept 20th Board Meeting

The 2019 budget, less building expenses will be presented at the September 20th Board Meeting. The Building expansion/construction costs will be approved as part of the November 29 Special Meeting where the Class D estimates will be part of the Feasibility and Space Study presentation.

G.5 Roundtable

Naming Rights

A brief discussion occurred around the criteria of the naming of the L.E. Shore Memorial Library. Given that this occurred in 1994, prior to the first Board and prior to the Town's establishment, there have been no records found on this matter. The name must be amended given that the name of the Library should have actually been the name of the building and branch, and not the system, which must be called The Blue Mountains Public Library, per legislation. As we are preparing for rebranding and ongoing space discussions, this matter will need to be resolved so the branch can be known as the L.E. Shore Branch of The Blue Mountains Public Library.

Arts Advisory Council

The AAC was discussed. The changes to the AAC will include taking on the role and function of jurying art for the Town's MAP as well. Additionally, as this is an operational committee, the name will be changed to more appropriately reflect the functions. These issues will be brought up to the AAC members at their September meeting and decisions will follow.

BMPL-Resolution 2018-157

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board accept as information the Other Business and Round Table discussions. CARRIED.

H. Closed Session – Moved to Top Of Agenda

I. Notice of Meeting Dates / Adjournment

The next Regularly Scheduled Board Meeting will be Thursday, September 20, 2018 at 2:00 pm at the L.E. Shore Boardroom.

A community presentation is scheduled for Thursday, September 13, 2018 at 6:30pm in The Gallery at L.E. Shore where the goals and objectives of the draft Strategic Plan will be presented and discussed. This will be the last consultation session prior to the publishing of the Plan at the September Board Meeting.

The Feasibility Study and Space Plan(s) will be presented at a Special Board Meeting on November 29, 2018 by LGA Architectural Partners Inc. Class D Estimates will be presented at this time for proposed renovations and construction. This will complete the 2019 budget discussions.

J. Adjourned

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

BMPL-Resolution 2018-158

Moved by Maurice Pepper, THAT this Library Board does now adjourn at 5:07 p.m. to meet again at the call of the Chair. CARRIED.

X

Odette Bartnicki
Board Chair

X

Dr. Sabrina Saunders
Board Secretary