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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** October 25, 2018  
**Meeting Time:** 2:00 p.m. Open Session  
**Location:** L.E. Shore Boardroom  
**Prepared By:** Dr. Sabrina Saunders, CEO/Board Secretary

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**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

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### A. Call to Order

The Chair called the meeting to order at 2:03pm

#### A.1 Approval of Agenda

##### **BMPL-Resolution 2018-189**

Moved by Maurice Pepper and seconded by Willi Wildman, THAT the Agenda of October 25, 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 2018-190**

Moved by Bob Gamble and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board minutes of September 20, 2018 be approved as circulated. CARRIED.

#### A.4 Action Items

The Action Plan 2018 update for October 2018 was presented with the Board Action List. The Board acknowledged the amount of work the Committees, staff and CEO completed to achieve the very aggressive Annual Action Plan. The Board congratulated the museum staff on the

lengthy Community Museum qualification submission to the Ministry of Tourism Culture and Sport. A member recommended the Lease between TBM and BMPL should address leaseholds, any permissions for construction, community consultation (joint versus independent) and that the Council and Board should be involved in mutual discussions when/if moving forward on construction discussions. This item was removed from the MOU to be a separate agreement and is still outstanding.

#### **BMPL-Resolution 2018-191**

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board receive as information the Board Action Item List and October 25, 2018 Status Update of the Action Plan. 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.

Community members were present but no Public Input was received.

### **D. Staff Reports**

#### **D.1 Library CEO Report**

The CEO Report was circulated. A member thanked the CEO for retooling the report to follow the goals of the new Strategic Plan 2018-2022.

The CEO stated she will be offering an invitation to each of the Council elect members to attend the November 15<sup>th</sup> Information Session on Board and advisory body applications.

#### **BMPL-Resolution 2018-192**

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

## **D.2 Library and Museum Operating Budget Variance Report**

This document was circulated on site. The Board took an opportunity to review the document prior to proceeding with discussion.

### **BMPL-Resolution 2018-193**

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board receive Library and Museum consolidated Budget Variance Report as at September 30, 2018. CARRIED.

## **D.3 Library and Museum Services Report**

### **BMPL-Resolution 2018-194**

Moved by Willi Wildman and seconded by John McKean, THAT The Blue Mountains Public Library Board receive as information, the October Library & Museum Services Report. CARRIED.

## **E. Committee Reports**

### **E.1 Museum Advisory Council**

July minutes approved at September MAC was not approved prior to package circulation.

### **E.2 By-Laws and Governance Committee Report**

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

### **BMPL-Resolution 2018-195**

Moved by Laurey Gillies and seconded by Odette Bartnicki, THAT The Blue Mountains Public Library Board receive the October 25, 2018 By-Laws and Governance Committee Report as information. CARRIED.

### **BMPL-Resolution 2018-196**

Moved by Laurey Gillies and seconded by Odette Bartnicki, That the Blue Mountains Public Library Board appoint Willi Wildman to the Library Board Selection Committee. CARRIED.

### **BMPL-Resolution 2018-197**

Moved by Laurey Gillies and seconded by John McKean, THAT The Blue Mountains Public Library Board approve the Terms of Reference for the Organization Capacity, By-Laws & Governance Committee; Communications and Strategic Planning Committee; and Vibrant Spaces and Capital Campaign Committee. CARRIED.

### **BMPL-Resolution 2018-198**

Moved by Laurey Gillies and seconded by Odette Bartnicki, That the Blue Mountains Public Library Board approve the *POL-BLG.2018.99 Agenda & Multi-Year Agendas*. CARRIED.

### **BMPL-Resolution 2018-199**

Moved by Laurey Gillies and seconded by Odette Bartnicki, That the Blue Mountains Public Library Board approve the CEO Fact Sheet as amended. CARRIED.

### **BMPL-Resolution 2018-200**

Moved by Laurey Gillies and seconded by Odette Bartnicki, That the Blue Mountains Public Library Board receive the amended *POL-ADM.2018.34 Public Holidays* Policy with changes. CARRIED.

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

## **E.3 Strategic Plan Committee Report**

### **BMPL-Resolution 2018-201**

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of October 25, 2018. CARRIED.

### **BMPL-Resolution 2018-202**

Moved by John McKean and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board approve *POL-SYS.2018.100 Vision Statement*. CARRIED.

## **F. Correspondence**

### **F.1 None**

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

### **Round Table Discussions**

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

The CEO provided an update on the project. First round draft plans have been received and reviewed by staff. Changes are being made to meet staff functionalities. A Program Planning report will be circulated to the committee and managers in early November and the Study will be presented to the Board at the November 29<sup>th</sup> Special Board Meeting. Class D estimates will be received as part of the final product, but these may not be available for the November 29<sup>th</sup> meeting. A late January or early February joint meeting between the Council and Board will occur where LGA will present for the purpose of moving to next steps.

#### **G.2 Update on the CEO Annual Review [October 2018]**

Odette Bartnicki and Laurey Gillies have completed the draft performance appraisal with Sabrina Saunders and a final report will be presented in closed session on November 15, 2018.

**G.3 Notice of Policy Change: POL-BLG.2018.10 Powers and Duties of the Board**

This document will be updated to include a section on planning.

**G.4 Regional Trustee Meeting Designated Appointee**

The November 3 and November 10 meeting options were discussed. Odette Bartnicki stated she would try to clear November 10 to attend. This series of meetings will have a topic of transition, orientation, and recruitment/selection and would be very good to have a representative bring back information.

**G.5 Roundtable**

**G.6 Notice of Policy Change: POL-BLG.2018.07 Staff**

Section 7.4 (1.2) will remove the word monthly to align with the new *POL-BLG.2018.99 Agenda & Multi-Year Agendas*.

**BMPL-Resolution 2018-203**

Moved by Willi Wildman and Seconded by John McKean, receive as information the Other Business and Round Table discussions. CARRIED.

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

The next regularly scheduled Board Meeting is November 15, 2018 at 2:00pm.

A community information session on Board, MAC, and ACC membership is being offered November 15, 2018 at 6:00pm.

The Feasibility Study and Space Plan(s) will be presented at a Special Board Meeting on November 29, 2018 by LGA Architectural Partners Inc. at 6:00pm.

The next regularly scheduled Board Meeting is January 17, 2019 at 2:00pm and will be with the new Board appointments.

The CEO, Chair or any two members may call a Special Meeting of the current Board for any pressing business any time prior to the Board appointments, currently scheduled for December 10, 2018.

**I. Closed Session**

*The Board certifies that no other business will occur following the closed meeting other than listed on this agenda, including the accepting of motions made in camera and adjourning the meeting.*

**BMPL-Resolution 2018-204**

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

The Board moved into Closed Session at 3:30pm.

Odette Bartnicki recused herself from the discussions and left the room. The Chair was turned over to Vice Chair, Maurice Pepper.

**BMPL-Resolution 2018-205**

Moved by John McKean and seconded by Bob Gamble, THAT The Blue Mountains Public Library Board approve the single agenda item to discuss closed minutes of September 20 and October 3, 2018. CARRIED.

**BMPL-Resolution 2018-206**

Moved by John McKean and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board closed minutes of September 20, 2018 and October 3, 2018 be approved as circulated. CARRIED.

**BMPL-Resolution 2018-207**

Moved by John McKean and seconded by Bob Gamble, THAT The Blue Mountains Public Library Board adjourn the closed session and return to an open meeting. CARRIED.

The Board rose from closed to public session at 3:35pm.

The Chair was returned to Odette Bartnicki.

**BMPL-Resolution 2018-208**

Moved by Bob Gamble and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board do approve all resolutions and recommendations made in Closed Session for public release. CARRIED.

**J. Adjourned**

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

**BMPL-Resolution 2018-209**

Moved by Odette Bartnicki, THAT this Library Board does now adjourn at 3:37p.m. to meet again at the call of the Chair. CARRIED.

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Odette Bartnicki  
Board Chair

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Dr. Sabrina Saunders  
Board Secretary