



Minutes

The Blue Mountains Public Library Board Meeting

Meeting Date: February 15, 2018
Meeting Time: 2:00 p.m. Open Session
Closed Session to Follow
Location: Gallery at the L.E. Shores Memorial Library & Gallery
Prepared by Dr. Sabrina Saunders, CEO

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|----------------------|---|-------------|----------------|
| In Attendance | Odette Bartnicki | Bob Gamble | Laurey Gillies |
| | Michael Martin | John McKean | Maurice Pepper |
| | Willi Wildman | | |
| Absent | N/A | | |
| Regrets | Michael Martin | | |
| Staff | Dr. Sabrina ER Saunders, CEO | | |
| | Emma Barker, Manager of Public Services | | |
| | Elisa Chandler, Manager of Technical & Virtual Services | | |
| | Andrea Wilson, Museum Curator | | |
| Guests | N/A | | |

A. Call to Order

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

A.1 Approval of Agenda

BMPL-Resolution 2018-014

Moved by: Odette Bartnicki

Seconded by: Willi Wildman

THAT the Blue Mountains Public Library Board revised Agenda of February 15, 2018 be approved as circulated, including any items added to the Agenda.

Additions:

- Revised package included added Correspondence and Strategic Planning Committee Report (noted on agenda as “to follow”)

A.2 Declaration of Pecuniary Interest and general nature thereof

None Identified

A.3 Previous Minutes

BMPL-Resolution 2018-015

Moved by: Maurice Pepper

Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board minutes of January 18, 2018 be approved as circulated, including any revisions to be made.

A.4 Action Items

BMPL-Resolution 2018-016

Moved by: Odette Bartnicki

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive as information the Board Action Item List as at January 18, 2018.

B. Deputations

No Deputations were made.

C. Staff Reports

C.1 Library CEO Report, December 2017

BMPL-Resolution 2018-017

Moved by: Maurice Pepper

Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board receive the February 2018 CEO Report as information.

The Board briefly discussed the report, including the closures of the library for holidays and Staff Appreciation; as well as the roof repair Request for Proposals being handled by the Town.

A question was put forward and requested to be noted within the minutes that the Board follows Robert's Rules as the procedure for debate, discussion, and order of motions.

C.2 Library and Museum Operating Budget Variance Report, for November 30, 2017

BMPL-Resolution 2018-018

Moved by: Odette Bartnicki

Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Budget Variance Report as at January 31, 2018.

Questions were posed pertaining to the Variance Report, specifically why the salary was so low (reporting as less than one complete month of wages). Discussion occurred on the variance being an accurate "snapshot" of the accounts as of the day of the report, but that other expenses may not be reflected. In the case of wages, 3 pay periods occurred in the month of January with the first backdated to 2017 and the third not fully reflecting due to the need to move expenses between Town lines and the LES/CHD accounts. Further, two casual Library Assistant positions and one Museum Assistant position was described as vacancies which the CEO was preparing to fill.

C.3 Library & Museum Services Report

BMPL-Resolution 2018-019

Moved by: Bob Gamble

Seconded by: Odette Bartnicki

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

A question was posed on the museum attendance. This will be included in the Service Reports moving forward. This was noted that it is difficult to track why attendees visit: Tourism, Museum visits, washrooms and Library services. Visitors and patrons often stay and use more than one service. As a multi-use facility statistics are gathered, but may not reflect the initial purpose for entering the building and subsequent usage.

A request for unique card holders was made, as well as unique users. This information will be gathered for the March report.

C.4 Canada 150 Report

BMPL-Resolution 2018-20

Moved by: Odette Bartnicki

Seconded by: Maurice Pepper

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

Emma Barker and Andrea Wilson presented the Canada 150 activities to the Board. A binder of images and report content will also be available at each location for the members of the public who wish to look at the document. The staff have been requested to present to the funder at a training session for the 2018 review and selection team.

The Board wished to know if the quantity of programs funded by the grant would be lost in 2018. The response was yes. Due to both in-kind and cash donations, a number of additional programs and events occurred. It would be unrealistic to assume businesses would continue to donate for events in the same manner outside of the Canadian anniversary year as many used the events they co-sponsored as their celebration activities.

D. Committee Reports

D.1 Arts Advisory Council Report

BMPL-Resolution 2018-21

Moved by: Odette Bartnicki

Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board receive the December 12, 2017 minutes of the Arts Advisory Council.

D.2 Museum Advisory Council Report

BMPL-Resolution 2018-22

Moved by: Bob Gamble

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive the minutes September 19, 2017 of the Museum Advisory Council.

D.3 By-Law and Governance Committee Report

BMPL-Resolution 2018-23

Moved by: Odette Bartnicki Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board receive as information the January 18, 2018 By-Laws and Governance Committee Report as presented.

Laurey Gillies made a verbal report to the Board:

The By-Laws and Governance Policies will be put before the Board for approval at the March 22, 2018 meeting. Tuesday, February 20th the Committee will do a final review of the contents and then send the document to the Board. This will be publicly released within the Board package prior to the March meeting.

The MOU Draft has since been reviewed by the Town Directors involved in the reciprocal service with the Library. The CEO took leadership on this document by drafting it. Following the review by Town Directors, the document will come to the Committee for review and feedback. It will then be released to the Southern Ontario Library Services (SOLS) for a review through the Library industry lens, before returning to the Committee and then Town Directors again. The Committee hopes to be through this process in time to present the document to the Board at the April Board meeting.

BMPL-Resolution 2018-24

Moved by: Odette Bartnicki Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board accept as Information the verbal report from the By-Laws and Governance Committee.

D.4 Strategic Plan Committee Report

BMPL-Resolution 2018-25

Moved by: Odette Bartnicki Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board receive as information the February 15, 2018 Strategic Plan Committee Report as presented.

The Strategic Planning Committee Report with the 2018 Action Plan was circulated at the meeting with time for the Board to review.

BMPL-Resolution 2018-26

Moved by: Odette Bartnicki Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board approve the Blue Mountains Public Library Board Action Plan for 2018.

Comments from Board members included that the document was very well put together and the importance of providing a plan with balance in initiatives and consideration across the Greater Blue Mountains area (and not only focusing on Thornbury).

BMPL-Resolution 2018-27

Moved by: Odette Bartnicki Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board approve the Strategic Planning Committee and CEO to work with the Town to complete the Request for Proposal (RFP) for the Feasibility Study and Space Plan.

Brief discussions occurred on the role of the Committee and Board on the binding of the tender. It was clarified that the CEO would be writing the RFP, the Committee would be reviewing the Scope to ensure it met the needs of the Greater Strategic Planning process, and the Board would be binding the contract based on the recommendations presented.

E. Correspondence

E.1 Correspondence from Julia Hinds, February 10, 2018

The addition of correspondence was accepted to the agenda at the time of approval. The email was presented and the Board entered into a discussion with Ms. Hinds. The current By-Laws were addressed by Ms. Hinds which included the statement "In addition" as a bridging phrase. Ms. Hinds stated she took this to mean that there were to be the 5 community members, plus Council member appointments. The Board responded that the statement was meant to be a point 1 and point 2 of the policy, stating there must be a Board of no less than five members of the community which was inclusive of all members; one or more of which could be Council members.

BMPL-Resolution 2018-28

Moved by: Odette Bartnicki Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Board receive Correspondence E1 and discussion as information.

F. New and Unfinished Business / Round Table

F.1 AODA Board Training

The CEO provided the legislated requirement training for members of the staff and Board who develop, review or approve policy. This included a high level review of the Act including the role of the Library, Museum and Gallery, as well as considerations to be aware of when approving policy.

F.2 Second Notice of By-Laws and Governance Policies at March 22, 2018 Meeting

A reminder notice was provided to the Board that the new By-Laws and Governance policies would be on the agenda for approval in March, with a complete repeal of existing By-Laws.

BMPL-Resolution 2018-29

Moved by: Odette Bartnicki Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board accept the New and Unfinished Business as information.

G. Closed Session

- G1** The Board moved into Closed Session at 4:17 pm according to the *Public Libraries Act*, RSO 1990, section 16.1.4 (d)-Labour Relations, in order to finalize the CEO Evaluation.

BMPL-Resolution 2018-30

Moved by: Odette Bartnicki

Seconded by: Bob Gamble

THAT, with regard to section 16.1.4 of the *Public Libraries Act*, that this Blue Mountains Public Library Board do now move into Closed Section in order to address matters pertaining to 16.1.4(d): labour relations or employee negotiations.

The board rose from closed to public session at 5:18pm.

BMPL-Resolution 2018-31

Moved by: Maurice Pepper

Seconded by: Odette Bartnicki

THAT, the Blue Mountains Public Library Board accept the motions duly made in the Closed Session of February 15, 2018, in accordance with section 16.1.4(d) of the *Public Libraries Act*.

H. Notice of Meeting Dates / Adjournment

The next Regularly Scheduled Board Meeting will be March 22, 2018 at 2:00 pm at the Gallery of the L.E. Shore Memorial Library & Gallery.

This next Special Meeting of the Board: Training Day #2 is scheduled for March 19, 2018 for the purpose of educational training of the Board and will be closed in accordance with PLA 16.1.4(g) referring to the Municipal Act 239.3.1 [Closed Meetings-Educational & Training Sessions].

I. Adjournment

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

BMPL-Resolution 2018-32

Moved by: Bob Gamble

THAT this Library Board does now adjourn at 5:20 p.m. to meet again at the call of the Chair.

John McKean, Board Chair

Dr. Sabrina Saunders, Board Secretary