



# Minutes

---

## The Blue Mountains Public Library Board Meeting

**Meeting Date:** May 17, 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

---

<b>In Attendance</b>	Odette Bartnicki (Chair)	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		

---

### A. Call to Order

---

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

#### A.1 Approval of Agenda

##### **BMPL-Resolution 2018-94**

Moved by: Laurey Gillies

Seconded by: John McKean

THAT the Agenda of May 17, 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 2018-95**

Moved by: Willi Wildman

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board minutes of April 19, 2018 be approved as circulated, including any revisions to be made

CARRIED.

##### **BMPL-Resolution 2018-96**

Moved by: John McKean

Seconded by: Bob Gamble

THAT The Blue Mountains Public Library Special Meeting minutes of April 26, 2018 be approved as circulated, including any revisions to be made.

CARRIED.

#### **A.4 Action Items**

##### **BMPL-Resolution 2018-97**

Moved by: Maurice Pepper

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive as information the Board Action Item List as at April 19, 2018.

CARRIED.

#### **A.5 Action Plan**

A member requested the orientation to the finance and reserve accounts occur at the June meeting. It was decided this will be presented at the summer meeting so the 2<sup>nd</sup> Quarter (Q2) finances can be closed and reported [Action Plan Goal 5.6]. A member requested an update on the Salary Grid and job description orientation [Action Plan Goal 5.6]. The CEO will present this at the June meeting.

##### **BMPL-Resolution 2018-98**

Moved by: Maurice Pepper

Seconded by: John McKean

THAT The Blue Mountains Public Library Board accept as information the Update of the Action Plan, 2018.

CARRIED.

### **B. Deputations**

---

**B.1 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.

**None**

### **D. Staff Reports**

---

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

The CEO added an update on grant funding. Three Service Canada Summer Student positions have been received with three Young Canada Works Interns received. The total for the six grants are \$36,301 in wages and an additional 2,820 hours of labour for the L.E. Shore and Craigeith Heritage Depot locations. The original budget for two summer students will be used for top up of wages as required by the grant contracts.

#### **BMPL-Resolution 2018-99**

Moved by: Laurey Gillies

Seconded by: Willi Wildman

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

CARRIED.

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

A member requested an Interim Balance Sheet be presented with comprehensive accounts information. This is normally completed with the quarterly report. It was agreed to include this with the summer meeting package.

#### **BMPL-Resolution 2018-100**

Moved by: Maurice Pepper

Seconded by: John McKean

THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Budget Variance Report as at April 30, 2018.

CARRIED.

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

The Board discussed the Book donations referenced in the report. The CEO stated the information was provided in the event that community questioned why we no longer take regular book donations.

#### **BMPL-Resolution 2018-101**

Moved by: Bob Gamble

Seconded by: John McKean

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

CARRIED.

## **E. Committee Reports**

---

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

No Report

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

No Report

### **E.3 By-Laws and Governance Committee Report**

*The Odette Bartnicki, Board Chair, passed the Chair to the Committee Chair, Laurey Gillies for the presentation of the By-Laws and Governance Committee report.*

**BMPL-Resolution 2018-102**

Moved by: Laurey Gillies      Seconded by: Odette Bartnicki  
THAT The Blue Mountains Public Library Board receive the May 17, 2018 By-Laws and Governance Committee Report as information.

CARRIED.

**BMPL-Resolution 2018-103**

Moved by: Maurice Pepper      Seconded by: Willi Wildman  
THAT The Blue Mountains Public Library Board separate the Intellectual Freedom from the proposed System Policies in order to address limitations on what would normally be considered hate speech, and to align with the laws of Canada and the mission and values of The Blue Mountains Public Library.

CARRIED.

**BMPL-Resolution 2018-104**

Moved by: Laurey Gillies      Seconded by: Odette Bartnicki  
THAT The Blue Mountains Public Library Board approve the System Policies (POL-SYS.2018.51 — 55).

CARRIED.

**BMPL-Resolution 2018-105**

Moved by: Laurey Gillies      Seconded by: John McKean  
THAT The Blue Mountains Public Library Board approve the User Services Policies (POL-PUB.2018.56 — 67).

CARRIED.

**BMPL-Resolution 2018-106**

Moved by: Laurey Gillies      Seconded by: Bob Gamble  
THAT The Blue Mountains Public Library Board accept the By-Laws and Governance Staff Report on the History of the Museum Advisory Committee/Council and Arts Advisory Council as information as information.

CARRIED.

**BMPL-Resolution 2018-107**

Moved by: Laurey Gillies      Seconded by: Willi Wildman  
THAT The Blue Mountains Public Library Board confirm the Arts Advisory Council is an operational committee and reports directly to the CEO; and further future Terms of Reference are the purview of the CEO.

CARRIED.

**BMPL-Resolution 2018-108**

Moved by: Laurey Gillies      Seconded by: John McKean

WHEREAS the Town of the Blue Mountains requested that the Blue Mountains Public Library Board (“Board”) assume responsibility for the Craigleith Heritage Depot community museum in 2016; and

WHEREAS the Board values the role of the museum within the community; and

WHEREAS the Board supports the achievement of Standards for Community Museums in Ontario which is a qualifier of the *Ontario Heritage Act, RSO 1990 Regulation 877: Grants for Museum* to receive the Community Museum Operating Grant; and

THEREFORE The Blue Mountains Public Library Board establishes the Craigleith Heritage Depot community museum as an operational component of the Library System.

CARRIED.

**BMPL-Resolution 2018-109**

Moved by: Laurey Gillies      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board confirm the community membership of the Museum Advisory Council to include Robert B. Waind, Bud McCannell, and Olav Vanderzon. Further, to recommit Board member Bob Gamble as the Library Board representative. This term shall expire May 1, 2019 or upon the appointment of the next MAC membership by the Board, whichever is first.

CARRIED.

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

**E.4 Strategic Plan Committee Report**

**BMPL-Resolution 2018-110**

Moved by: John McKean      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of May 17, 2018.

CARRIED.

The Committee Chair gave the results of the vote, which clearly identified one mission as the preferred statement both online and in person at each site. The CEO displayed the 26 comments provided on the Mission online survey. These comments will be used for the development of the mandate, as they refer to the library specific functions and not the museum or gallery.

**BMPL-Resolution 2018-111**

Moved by: Laurey Gillies      Seconded by: John McKean

THAT The Blue Mountains Public Library Board approve the Mission as voted on by community vote.

CARRIED.

**BMPL-Resolution 2018-112**

Moved by: Willi Wildman      Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board approve the Values Statement Wordmap.

CARRIED.

## **F. Correspondence**

---

### **F.1 Integrity Commission MR-17-62**

The CEO presented the final letter from legal counsel which closed the case.

### **F.2 Ontario Library Association Advocacy Email [5-9-18]**

The Chair presented the email from the OLA which identified the Vote Ontario Libraries website. This site identifies the library specific platforms given by each party. [Not all parties had released their platforms specific to library services]. This information was discussed, but only an information on how to vote would be published by the Library on the BMPL website.

#### **BMPL-Resolution 2018-113**

Moved by: Odette Bartnicki    Seconded by: Michael Martin

THAT The Blue Mountains Public Library Board receive Correspondence E.1-E.2 as information.

CARRIED.

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

---

### **Round Table Discussions**

#### **G.1 Council Trustee Council Meeting Update**

In addition to the circulated report, Laury Gillies stated that many libraries in the region are engaged in building projects. The CEO agreed to reach out to them to discuss their projects.

#### **BMPL-Resolution 2018-114**

Moved by: John McKean                      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board accept as Spring Trustee Council Report as information.

CARRIED.

#### **G.2 Next Trustee Council Meeting Nov 3 at the Bruce County PL Port Elgin Branch, Bruce County and Nov 10 at the Springwater Township PL Elmvale Branch.**

#### **G.3 Roundtable**

##### **Room Change**

The Board discussed moving the Board Meetings into the Boardroom. This will begin at the June meeting. Meetings with high public interest may be schedule in the Gallery.

##### **Gallery Openings**

The May opening included 20 attendees. Board members were invited to attend each and to bring spouses. It was noted monthly openings are excellent opportunities to meet with gallery patrons.

### **New Library Chair Email**

A new email has been established for the Library Chair [LibraryChair@TheBlueMountains.ca](mailto:LibraryChair@TheBlueMountains.ca). Additionally, the CEO will work with the Town to provide the next Board with emails for internal communications that will meet the needs of MFIPPA Requests for Information, should one occur.

### **Citizens Forum & Rate Payer Association Pizza Reception**

Odette Bartnicki and Maurice Pepper attended the Citizens Forum and Rate Payer pizza party on April 23<sup>rd</sup> as board representatives. Sabrina Saunders, Elisa Chandler and Emma Barker attended as Library representatives.

### **MOU**

The MOU has been recommended by the Committee of the Whole (CoW) to be passed as presented. The motion is expected to pass at Council without issue. Rosemary Gosselin made a presentation at CoW commending the staff of BMPL and the Town and the Committee and Board for the work done on the document.

### **Chamber of Commerce Focus Group**

Sabrina Saunders and Odette Bartnicki attended a meeting with the Chamber of Commerce on May 16. This focus group will inform the Strategic Plan and Feasibility Study.

### **Feasibility Study and Space Plan**

The RFP closes today [Thursday, May 17]. Screening and interviews are scheduled for the coming week.

### **Community Consultation-Open House**

June 14<sup>th</sup> will be the major Community Consultation Open House event for the Strategic Plan. The Strategic Planning Committee with the CEO has drafted a series of questions and the all-day Open House will include two sessions from 11:30-1:30 and 5-7pm where staff, Board, AAC and MAC will be on site to meet with and discuss various areas of interest. All Board members are encouraged to sign up for one or both of the 2 hour sessions.

### **Canada Revenue Agency and CEO as Client Representative for Board**

BMPL is now registered with CRA for a business number. However, for the CEO to access information, the Library must establish the CEO as the Client Representative. This should have been completed at the time of registration by CRA. As it was not, the Board passed resolutions to expedite the application and documentation require. Both Service Canada and Young Canada Works require a proof of business number establishment, which cannot be requested by the CEO until the Client Representation has been established.

### **BMPL-Resolution 2018-115**

Moved by: Michael Martin

Seconded by: Laurey Gillies

THAT Dr. Sabrina ER Saunders, as CEO and Senior Administrator, be registered as The Blue Mountains Public Library's Primary Client Representative with the Canadian Revenue Agency; and

THAT she receive full access to a My Business Account where she can submit and make reports on behalf of the Board; and  
THAT she be listed on the CRA accounts in order to be able to speak with agents pertaining to the BMPL status and accounts.

CARRIED.

**BMPL-Resolution 2018-116**

Moved by: John McKean

Seconded by: Maurice Pepper

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

CARRIED.

**H. Closed Session--NONE**

---

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

---

The next Regularly Scheduled Board Meeting will be June 21, 2018 at 2:00 pm at the L.E. Shore Memorial Library Boardroom.

**J. Adjournment**

---

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

**BMPL-Resolution 2018-117**

Moved by: Maurice Pepper

THAT this Library Board does now adjourn at 3:57 p.m. to meet again at the call of the Chair.

CARRIED.

---

Odette Bartnicki, Board Chair

---

Dr. Sabrina Saunders, Board Secretary