
The Blue Mountains Public Library Board Meeting

Meeting Date: June 21, 2018
Meeting Time: 2:00 p.m. Open Session
Location: L.E. Shore Boardroom
Prepared By: Dr. Sabrina Saunders, CEO

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

Absent: N/A

Regrets: Willi Wildman

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 2018-118

Moved by Bob Gamble and seconded by John McKean, THAT the Agenda of June 21, 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 2018-119

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board minutes May 17, 2018 be approved as circulated, including any revisions to be made. CARRIED.

A.4 Action Items

BMPL-Resolution 2018-120

Moved by John McKean and seconded by Michael Martin, THAT The Blue Mountains Public Library Board receive as information the Board Action Item List as at June 21, 2018. CARRIED.

A.5 Action Plan

A member requested the Action Plan update and Action List be combined as one report and one resolution in future agendas.

BMPL-Resolution 2018-121

Moved by Maurice Pepper and seconded by John McKean, THAT The Blue Mountains Public Library Board accept as information the Update of the Action Plan, 2018. 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

BMPL-Resolution 2018-122

Moved by Maurice Pepper and seconded by Michael Martin, THAT The Blue Mountains Public Library Board receive the June 21, 2018 CEO Report as information. CARRIED.

D.2 Library and Museum Operating Budget Variance Report

A member requested that notations be made on the variance sheet to address anomalies and areas where grants or expenses not reflected on the statement had been actualized.

BMPL-Resolution 2018-123

Moved by John McKean and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Budget Variance Report as at May 31, 2018. CARRIED.

D.3 Library and Museum Services Report

BMPL-Resolution 2018-124

Moved by Maurice Pepper and seconded by Bob Gamble, THAT The Blue Mountains Public Library Board receive as information the June 21, 2018 Library & Museum Services Report. CARRIED.

D.4 Audited Statements of 2017

BMPL-Resolution 2018-125

Moved by Bob Gamble and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board approve the Blue Mountains Public Library Consolidated Audited Financial Statements of 2017. CARRIED.

D.5 Compensation Grid

The CEO presented the compensation grid for the four grades of adult staff. This grid was approved by Council and is based on an internal market study completed by TBM Human Resources Department. It was noted that summer students, Pages (youth) and the co-op/intern positions each have their own grid with the Town that the Library also follows. Completion of this discussion and question period fulfilled Action Plan goal 5.6d orientation to the Salary Grid. Questions were made by a member as to the accuracy of the wages and placement on the grid. The CEO stated not having seen the raw data used to create the grid, but can follow-up on this. Specifically Grade 2 of the Assistants is grouped with para-professionals. It is unknown what credentials the staff in each grade have, which is an important identifier if accuracy and relevance to our staff.

BMPL-Resolution 2018-126

Moved by John McKean and seconded by Bob Gamble, THAT The Blue Mountains Public Library Board receive the Staff Report outlining the Compensation Grid (effective July 2018) as information. CARRIED.

E. Committee Reports

E.1 Museum Advisory Council

Minutes from both January and March were presented as information.

BMPL-Resolution 2018-127

Moved by Bob Gamble and seconded by Michael Martin, THAT The Blue Mountains Public Library Board receive the January 16, 2018 and March 27, 2018 Museum Advisory Council minutes as information. CARRIED.

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.

BMPL-Resolution 2018-128

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT The Blue Mountains Public Library Board receive the June 21, 2018 By-Laws and Governance Committee Report as information. CARRIED.

BMPL-Resolution 2018-129

Moved by Laurey Gillies and seconded by John McKean, THAT The Blue Mountains Public Library Board approve the User Policies:

POL-PUB.2018.85 Circulation & Returns

POL-PUB.2018.86 Room Rentals [amended]

POL-PUB.2018.87 Technology

CARRIED.

BMPL-Resolution 2018-130

Moved by Laurey Gillies and seconded by Odette Bartnicki, THAT The Blue Mountains Public Library Board approve the System Policies:

POL-SYS.2018.88 Indigenous Acknowledgement

POL-SYS.2018.89 Intellectual Freedom

POL-SYS.2018.90 Finance

CARRIED.

BMPL-Resolution 2018-131

Moved by Laurey Gillies and seconded by Bob Gamble, THAT The Blue Mountains Public Library Board approve the Museum Advisory Council Terms of Reference. CARRIED.

BMPL-Resolution 2018-132

Moved by Laurey Gillies and seconded by John McKean, THAT The Blue Mountains Public Library Board approve the Board Recruitment Plan. CARRIED.

BMPL-Resolution 2018-133

Moved by Laurey Gillies and seconded by Odette Bartnicki, THAT The Blue Mountains Public Library Board propose the Board Screening and Evaluation Process to Council for implementation. CARRIED.

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

E.3 Strategic Plan Committee Report

BMPL-Resolution 2018-134

Moved by Bob Gamble and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of June 21, 2018. CARRIED.

BMPL-Resolution 2018-135

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board approve the System Policy *POL-SYS.2018.91 Mission & Mandate*. CARRIED.

BMPL-Resolution 2018-136

Moved by John McKean and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board approve the draft outline for the Year in Review annual update and direct the CEO to complete the report, with the support of the Strategic Planning Committee, for release by the end of July 2018. CARRIED.

BMPL-Resolution 2018-137

Moved by Maurice Pepper and seconded by Laurey Gillies, THAT The Blue Mountains Public Library Board receive as information, the Job Satisfaction Survey verbal update. CARRIED.

The Board discussed how to present the content and if the raw comments could be included in open or closed session. Due to the nature of the comments by staff, and that it is possible to determine staff or job positions who are responsible for the comments, the report will be made in Open Session with the raw data including comments being presented to the Board in closed session. The CEO will also present the data to the Managers.

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 explained that, because the project came in within budget and the policy utilized was the Town Procurement Policy (as the Library had not yet passed a Finance policy), the CEO was authorized to bind the contract. Had the project been above budget then the Library Board would have authorized the CEO to spend above budget from own source funds, or instructed the CEO to make a presentation to Council requesting additional budget. The highest scoring proposal from both the screening and presentations was awarded and public announcement of the winning bid would be announced once contracting has been complete. [Since this meeting the firm has been announced publicly: LGA Architectural Partners Inc].

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

The CEO asked if any members of the Board had questions pertaining to this policy or protocols around members who were running for Council seats. No discussion occurred.

G.3 Summer Board Meeting Schedule

The CEO explained that the Library Board must have 10 monthly meetings in a year. 2018 may not have a December meeting since Council most likely will not have appointed the new Board in time for this meeting and an Orientation will not have occurred. As a result, we must have 1 meeting in the summer months of July and August in order to meet the 10 individual monthly meeting requirement of the PLA. Due to timelines of the Strategic Planning process, it was recommended the Board meeting in July and take August off. The schedule was set for Thursday, July 19 at 2pm (third Thursday of month) with no meeting in August.

G.4 Notice to Amend POL-ADM.2018.31 HR9 Hours of Work and Eating Periods

The CEO noted that staff had had some questions pertaining to break period being at five hours or after 5 hours work. This line will be clarified within the policy and brought back for amendment at the July meeting.

G.5 Roundtable

Community of the Whole—June 25—L.E. Shore Barrel Roof Replacement

The Chair noted that the Council will be hearing a Town Staff Report to replace the L.E. Shore Barrel Roof at the next Committee of the Whole. Both the Chair and CEO will be present.

CEO Graduation

The Board congratulated the CEO on the completion of the Masters of Library and Information Sciences in April (convocation June 20). The conferring of this degree is the last condition remaining on the employment contract. The Chair will make notice to the Town H.R. department of such completion and add the transcripts to the CEO employment file.

Access to County Archive Storage

A member noted that the County archives has room which the Library and Museum could access.

BMPL-Resolution 2018-138

Moved by Laurey Gillies and 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 July 19, 2018 at 2:00 pm at the L.E. Shore Boardroom. There is no meeting scheduled for August 2018.

J. Adjourned

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

BMPL-Resolution 2018-139

Moved by Maurice Pepper, THAT this Library Board does now adjourn at 4:49 p.m. to meet again at the call of the Chair. CARRIED.

X

Odette Bartnicki
Board Chair

X

Dr. Sabrina Saunders
Board Secretary