



# Minutes

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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** April 19, 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

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<b>In Attendance</b>	Odette Bartnicki	<del>Bob Gamble</del>	Laurey Gillies
	<del>Michael Martin</del>	John McKean	Maurice Pepper
	Willi Wildman		
<b>Absent</b>	Michael Martin		
<b>Regrets</b>	Bob Gamble		
<b>Staff</b>	Dr. Sabrina ER Saunders, CEO		
<b>Guests</b>	N/A		

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### A. Call to Order

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

#### A.1 Approval of Agenda

##### **BMPL-Resolution 2018-69**

Moved by: Odette Bartnicki                      Seconded by: Willi Wildman

THAT the Blue Mountains Public Library Board Agenda of April 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

#### A.3 Election

Chair John McKean called the election and turned the process over to the CEO as per by-law. Sabrina Saunders called for nominations and Laurey Gillies nominated Odette Bartnicki who accepted the nomination. The CEO called an additional two times for nominations.

##### **BMPL-Resolution 2018-70**

Moved by: Laurey Gillies                      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board close the nominations for Chair.

CARRIED.

##### **BMPL-Resolution 2018-71**

Acclaimed

THAT The Blue Mountains Public Library Board elect from its members, Odette Bartnicki, to the position of Chair of the Board to terminate at the end of the Board's cycle.

CARRIED.

The newly elected Chair took over the meeting.

#### **A.4 Previous Minutes**

##### **BMPL-Resolution 2018-72**

Moved by: John McKean

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board Special Summary of March 19, 2018 be approved as circulated, including any revisions to be made.

CARRIED.

##### **BMPL-Resolution 2018-73**

Moved by: Laurey Gillies

Seconded by: John McKean

THAT The Blue Mountains Public Library Board minutes of March 22, 2018 be approved as circulated, including any revisions to be made.

CARRIED.

##### **BMPL-Resolution 2018-74**

Moved by: Laurey Gillies

Seconded by: John McKean

THAT The Blue Mountains Public Library Board Closed Session minutes of April 10, 2018 be approved as circulated, including any revisions to be made.

CARRIED.

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

##### **BMPL-Resolution 2018-75**

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 March 22, 2018.

CARRIED.

### **B. Deputations**

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**B.1 None**

### **C. Public Input on the Agenda**

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**C.1** This was the first meeting where the March 22 By-Law on Public Input on the Agenda was implemented. Although there were members of the public in the gallery, this opportunity was not taken.

### **D. Staff Reports**

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#### **D.1 Library CEO Report, April 2018**

**BMPL-Resolution 2018-76**

Moved by: John McKean

Seconded by: Laurey Gillies

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

CARRIED.

The Chair commended the CEO for her first six months as CEO and the committee members and Board for working so tirelessly to achieve the goals of the Board’s Action Plan.

**D.2 Library and Museum Operating Budget Variance Report, for March 31, 2018**

**BMPL-Resolution 2018-77**

Moved by: Laurey Gillies

Seconded by: Maurice Pepper

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

CARRIED.

**BMPL-Resolution 2018-78**

Moved by: Laurey Gillies

Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board approve the End of First Quarter Finance Report as amended.

CARRIED.

Several questions were posed by members to the CEO/Treasurer, who provided clarification. Members of the Board requested the End of First Quarter Report be supplemented with the by-laws by the Town which established the reserves, along with any regulations of use at the next Board meeting.

[John McKean needed to leave for another obligation. Quorum was still present.]

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

**BMPL-Resolution 2018-79**

Moved by: Maurice Pepper

Seconded by: Laurey Gillies

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

CARRIED.

The CEO made notice of additional awards and accolades received by the Reel History Series. The three documentaries now have 5 nominations for awards.

**E. Committee Reports**

**E.1 Arts Advisory Council Report**

**BMPL-Resolution 2018-80**

Moved by: Maurice Pepper

Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive the March 13, 2018 minutes of the Arts Advisory Council.

CARRIED.

**E.2 Museum Advisory Council Report**

The bi-monthly meeting for March occurs after the Board meeting.

**E.3 By-Law and Governance Committee Report**

**BMPL-Resolution 2018-81**

Moved by: Laurey Gillies      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive the April 19, 2018 By-Laws and Governance Committee Report as information.

CARRIED.

The CEO described the process of MOU drafting. The CEO drafted the MOU based on exemplars provided by SOLS, gathering other local MOUs and a review of the current and potential activities and services between the Library and Town. This draft was presented to the A/CAO, Director of Finance and Manager of Human Resources. After a number of meetings, and review by the Town's legal counsel and other Town staff, a draft was presented to the By-Laws and Governance Committee. Following a final review this document was presented to both the Southern Ontario Library Services (SOLS) and the Ministry of Tourism Culture and Sport (MTCS). The draft circulated included any edits recommended by SOLS and due to time, the MTCS recommendations were presented verbally at the meeting. This MOU will be released to Council for consideration and approval at the May 14, 2018 Committee of the Whole. It is anticipated that a supporting Town Staff Report will accompany the Library document.

**BMPL-Resolution 2018-82**

Moved by: Laurey Gillies      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board approve the Memorandum of Understanding between the Board and Town as amended with changes recommended by the Ministry of Tourism Culture and Sport, and forward to Town Council for its approval.

A roll call was requested by the Chair:

Maurice Pepper-yes

Willi Wildman-yes

Laurey Gillies-yes

Odette Bartnicki-yes

CARRIED UNANIMOUSLY.

**BMPL-Resolution 2018-83**

Moved by: Laurey Gillies      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board approve the *Human Resources Policies (POL-ADM.2018.23 to POL-ADM.2018.44)* as amended.

CARRIED.

**BMPL-Resolution 2018-84**

Moved by: Laurey Gillies      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board approve the *Health and Safety Policies (POL-ADM.2018.45 to POL-ADM.2018.49)*.

CARRIED.

**BMPL-Resolution 2018-85**

Moved by: Laurey Gillies      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board accept notice of the review and approval of the *System Policies* and *User Services Policies* (the latter previously referred to as the Library By-Laws) at the May 17, 2018 meeting.

CARRIED.

Laurey Gillies, Chair of the Committee presented verbally on a request by Council as to the preferred size and complement of the next Board. Gillies recommended on behalf of the committee a Board of seven members, one of whom is a Council member. This resolution will be released to Council as a recommendation at the May 14, 2018 Committee of the Whole.

**BMPL-Resolution 2018-86**

Moved by: Laurey Gillies      Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board recommend to Council that the size of the Blue Mountains Public Library Board shall be no less than five (5) and no more than seven (7) members, one (1) of whom is a member of Council.

CARRIED.

**E.4 Strategic Plan Committee Report**

**BMPL-Resolution 2018-87**

Moved by: Willi Wildman      Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive as information the Strategic Plan Committee Report of April 19, 2018.

CARRIED.

Odette Bartnicki (Committee Chair) made a final reminder by verbal report that the committee will be releasing the two draft missions to the community for vote and feedback. A final report shall be brought to the Board at the May meeting.

**F. Correspondence**

**F.1 OLA-Provincial Budget Press Release on 2018-19 Budget**

**BMPL-Resolution 2018-88**

Moved by: Odette Bartnicki      Seconded by: Laurey Gilles

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

CARRIED.

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

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### **Round Table Discussions**

#### **G.1 Board Space**

The Board discussed the potential to move back to the Boardroom for future meetings. Although the Gallery has the capacity for larger meetings, it is impersonal and feels like a Council Chamber set up. Even with sound systems, it remains difficult to hear at times. It was agreed the May meeting would remain in the Gallery and if numbers allow for a smaller venue, the June meeting will be scheduled in the Boardroom. This will also give the CEO the month to make alterations to the space which will assist in seating guests in the Boardroom.

#### **G.2 Newsletter**

The CEO announced that the Board would have a standing article in the newsletter moving forward. This will include promotion of the Action Plan accomplishments and plans for the coming month.

#### **G.3 Sabrina Saunders Graduation**

Sabrina Saunders stated that as of April 10, 2018, she has completed her Masters of Library and Information Services (MLIS) from the University of Western Ontario.

#### **G.4 Spring Trustee Council Meeting**

Laurey Gillies reminded the Board that she would be attending the Tae Township Trustee Council meeting on behalf of the Board. The topic for discussion at this meeting will be Succession Planning for Boards in preparation for the municipal elections in October.

#### **G.5 OLA Elections Primer**

Sabrina Saunders stated the Ontario Library Association, in partnership with SOLS, has begun to release documents on succession planning and roles of Board members. These documents will be utilized by the Strategic Planning Committee to create a package for Board recruitment by the Town and in Board information sessions.

#### **G.6 Citizens Forum Invitation**

The Citizens Forum provided an invitation to all Board members to attend the joint meeting between the Forum and the Rate Payers Association on May 23, 2018. The

Chair extended the invitation to the Board and stated she would attend. Sabrina Saunders also stated she would be in attendance.

**BMPL-Resolution 2018-89**

Moved by: Maurice Pepper

Seconded by: Willi Wildman

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

CARRIED.

**H. Closed Session--NONE**

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

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The next Regularly Scheduled Board Meeting will be May 17, 2018 at 2:00 pm at the Gallery of the L.E. Shore Memorial Library & Gallery.

**J. Adjournment**

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

**BMPL-Resolution 2018-90**

Moved by: Laurey Gillies

THAT this Library Board does now adjourn at 4:30 p.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