
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

Mission: The Blue Mountains Public Library is the dynamic centre of community engagement where everyone is free to create, explore, learn, research and connect in an inclusive environment.



A. Call to Order

- *Moment of Reflection*
- *Indigenous Acknowledgement Statement*
- *Public Announcement*

A.1 Approval of Agenda

Recommended (Move, second)

THAT the Agenda of September 25, 2018 be approved as circulated, including any items added to the Agenda.

A.2 Declaration of Pecuniary Interest and General Nature Thereof

A.3 Previous Minutes

Recommended (Move, second)

THAT The Blue Mountains Public Library Board minutes of September 20, 2018 be approved as circulated.

Recommended (Move, second)

THAT The Blue Mountains Public Library Board closed minutes of July 19, 2018 be approved as circulated.

Recommended (Move, second)

THAT The Blue Mountains Public Library Board closed minutes of September 20, 2018 be approved as circulated.

Recommended (Move, second)

THAT The Blue Mountains Public Library Board closed minutes of October 3, 2018 be approved as circulated.

A.4 Action Items

Recommended (Move, second)

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.

B. Deputations

Under the authority of the Municipal Act, 2001 and in accordance with Ontario’s *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and Board policy, the Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Library website, included in Board packages, and/or made available to the public upon request.

B.1 None currently registered. Deadline is Monday, September 22nd at 2pm.

C. Public Input on the Agenda

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.

	Speaker	Agenda Item Addressing
C.1		
C.2		
C.3		
C.4		
C.5		
C.6 If time		
C.7 If time		

D. Staff Reports

D.1 Library CEO Report

Recommended (move, second)

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

D.2 Library and Museum Consolidated Variance Report

1. **Recommended** (move, second)

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

D.3 Library and Museum Services Report

Recommended (move, second)

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

E. Committee Reports

E.1 Museum Advisory Council [Advisory Body Minutes] –none attached

– Robert B. Waing (C), Bud McCannell, Olav Vanderzon, Bob Gamble

E.2 By-Laws and Governance Committee Report

—Laurey Gillies (C), Odette Bartnicki, Maurice Pepper

1. **Recommended** (move, second)

THAT The Blue Mountains Public Library Board receive the October 25, 2018 By-Laws and Governance Committee Report as information.

2. **Recommended** (move, second) [*Action Plan 2018 #3.1*]

That the Blue Mountains Public Library Board appoint [name] to the Library Board Selection Committee.

3. **Recommended** (move, second) [*Action Plan 2018 #3.1*]

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.

4. **Recommended** (move, second) [*Action Plan 2018 #3.1*]

THAT The Blue Mountains Public Library Board approve the Agenda and Multi-Year Agenda (POL.2018 xx).

5. **Recommended** (move, second) [*Action Plan 2018 #3.1*]

THAT The Blue Mountains Public Library Board approve the CEO Fact Sheet.

6. **Recommended** (move, second) [*Action Plan 2018 #3.2*]

THAT The Blue Mountains Public Library Board receive the Amended POL-ADM.2018.34 Public Holidays Policy.

**E.3 Strategic Plan Committee Report
– Odette Bartnicki (C), Laurey Gillies, Willi Wildman**

Recommended (move, second)

THAT The Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of October 25, 2018.

F. Correspondence

F.1 –None–

G. Other Business / Round Table

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

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

G.3 **Notice of Policy Change: *POL-ADM.2018.34 Public Holidays***

G.4 **November Regional Trustee Meeting Designate Appointed**

G.5 **Roundtable—additions for discussion by Board**

Recommended (Move, second)

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

H. Closed Session

None Planned

I. Notice of Meeting Dates / Adjournment

The next regularly scheduled Board Meeting has been changed to 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.

J. Adjourned

Recommended (Move)

THAT this Blue Mountains Public Library Board does now adjourn at ____ p.m. to meet again at the call of the Chair.



Action Plan for 2018

The Blue Mountains Public Library Board

The Strategic Planning Committee and Board felt that the work being completed in 2018 is significant, and that an Action Plan for the 2018 year would provide the Committee with clear direction and a mandate to move forward in achieving the many goals addressed within the 2017 and 2018 Action Lists. This document is the Action Plan that identifies the goals, the description of those goals and the measurable and achievable outcomes to be completed in 2018.

Goals	Outcomes	Responsible Party	Expected Timing	Status	
1	Communication				
The Library Board, together with our CEO, Staff and Community Members, will work collaboratively to strengthen, build and maintain positive, respectful relationships and communications					
	1.1	Provide opportunities for public input at Board meetings	Board	May 2018	COMPLETE 4-19-18
	1.2	Develop a Communication Plan	CEO & Board	Sept 2018	
	1.3	Increase the e-newsletter subscription from 2.3% to 25% of active card holders	CEO	Dec 2018	
	1.4	Provide information on the Library Board's legal mandate and limitations	Board & CEO	Ongoing	

2 Recruit & Retain Employees					
Recruit & Retain a CEO and Staff to provide service excellence in the Gallery, Library, Archives, and Museum (“GLAM”) experiences					
	2.1	Recruit, appoint, and provide orientation for CEO through completion of the probation period	Board & Committee	Feb 2018	COMPLETE 2-15-18
	2.2	Provide Staff and CEO with ongoing professional development opportunities which support library and museum goals	CEO with Board	Ongoing	Ongoing
	2.3	BMPL will become an employer of choice in regional library services (e.g job satisfaction, personnel policies, pay equity, benefits, training, succession planning, Health & Safety)	CEO & Board	Dec 2018	Tasks Completed 7-19-18 Ongoing
3 Policy Review & Approval					
Ensure that all by-laws, policies and procedures reflect current legislation and best practices					
	3.1	Create and approve new By-Laws & Board Governance policies which reflect current legislation and best practice	By-Laws & Governance Cmt with Board	March 2018	COMPLETE 3-22-18
	3.2	Create and approve new Human Resources and Health & Safety policies which reflect current legislation and best practice	CEO with Board	April 2018	COMPLETE 4-19-18

	UPDATE TO RESPONSIBLE PARTY—	3.3	Create and approve new User Services policies which reflect current legislation and best practice	CEO CEO with Board	May 2018	COMPLETE 5-17-18	
		3.4	Create and approve new Operational policies which reflect current legislation and best practice	CEO	May 2018	COMPLETE 5-17-18	
4	MOU Development & Approval						
	<i>Create and approve a Memorandum of Understanding (“MOU”) between the Library Board and Town Council which outlines the supports and services provided by the Town to the Library, and by the Library to the Town</i>						COMPLETE 5-17-18
		4.1	Define roles and responsibilities in Human Resources	CEO & CAO By-Laws & Governance Cmt Board & Council	May 2018	---	
		4.2	Define roles and responsibilities in Financial Services	Same as 4.1	May 2018	---	
		4.3	Define roles and responsibilities in Information Technology	Same as 4.1	May 2018	---	
		4.4	Define roles and responsibilities in Facility Maintenance	Same as 4.1	May 2018	---	
		4.5	Define Insurance and Risk Management Support	Same as 4.1	May 2018	---	
		4.6	Define roles and responsibilities in Shared Town Services	Same as 4.1	May 2018	---	
		4.7	Define Marketing and Communication Access	Same as 4.1	May 2018	---	
	UPDATE TO EXPECTED DATE—	4.8	Define Lease Agreements	Same as 4.1	May 2018		

PULLED AS SEPARATE DOCUMENT				Sept 2018
4.9	Define roles in Corporate Training of the Board and Advisory Bodies (AAC/MAC)	Same as 4.1	May 2018	
4.10	Define Legal Services available to Board	Same as 4.1	May 2018	
5	Board Development			
	Board members will participate in orientation in legislative and sector specific best practices of Not for Profit Organizations in the culture sector.			
5.1	Orientation to Public Libraries Act	Strategic Planning Committee with SOLS	Jan 2018	COMPLETE 1-9-18
5.2	Orientation to Board/CEO Relationships with “Cut to the Chase” OLBA document	Strategic Planning Committee with SOLS	Jan 2018	COMPLETE 1-9-18
5.3	Orientation to Ontario Standards for Community Museums	Strategic Planning Committee with CEO	Jan 2018	COMPLETE 1-9-18
5.4	Orientation to AODA policy development	Strategic Planning Committee with CEO	Mar 2018	COMPLETE 2-15-18
5.5	Orientation to MFIPPA	Strategic Planning Committee with Legal Consultant	Mar 2018	COMPLETE 3-19-18

	UPDATED NUMBERING FOR CLARITY —5 .6	Orientation to Capital and Operational Budgets, Reserves Accounts, Development Charges Reserves, and Salary Grid	CEO	May 2018	--
	5.6a	Orientation to Capital and Operational Budgets	CEO	May 2018	COMPLETE 7-19-18
	5.6b	Orientation to Reserves Accounts	CEO	May 2018	COMPLETE 7-19-18
	5.6c	Orientation to Development Charges Reserves	CEO	May 2018	COMPLETE 7-19-18
	5.6d	Orientation to Salary Grid	CEO	May 2018	COMPLETE 6-21-18
6	Board Transition Plan				
	Develop a transition plan based on best practices in Library Board succession				
	6.1	Develop an advisory document to Council on provincial best practices of Board selection and appointment	Board with CEO	Oct 2018	COMPLETE 6-21-18
	UPDATE TO EXPECTED DATE —6.2	Provide a community information session regarding the role of Library Board members and AAC/MAC members and the application processes	Board & CEO	Oct 2018 Nov 15, 2018 at 6:00 pm The Gallery	
	6.3	Provide orientation to new Board members following appointment by Council	CEO with possible consultants	Dec 2018	

7 Meet Gallery, Library, Archive & Museum “GLAM” Standards for Ontario

Achieve Library Accreditation

7.1	Renew Accreditation under the 7 th edition of the Ontario Public Library Guidelines for L.E. Shore Memorial Library branch	CEO	Nov 2018	
7.2	Investigate Accreditation options for the Craigleith Heritage Depot	CEO	Nov 2018	COMPLETE 6-21-18

Meet the Ontario Standards for Community Museums

UPDATE TO EXPECTED DATE —7.3	Achieve all Standards as set out by the Ministry	CEO	Aug 2018 Nov 2018	MTCS Reviewing 9-30-18
UPDATE TO EXPECTED DATE —7.4	Complete application to the Ministry for community museum “Qualified Status”	CEO	Aug 2018 Nov 2018	COMPLETE 9-30-18
UPDATE TO EXPECTED DATE —7.5	Make a case for the Community Museum Operating Grant (CMOG) application to be reopened for qualified but unfunded community museums in Ontario	CEO	Aug 2018 Nov 2018	COMPLETE 9-30-18

8 Research & Data Collection

Consult with key stakeholders to identify the GLAM program and service needs of the community. This research will inform the Feasibility Study and Space Plan [Goal 9], and Strategic Plan [Goal 10].

8.1	Consult Staff	Strat Plan Cmt CEO	May 2018	COMPLETE 5-31-2018
8.2	Consult Arts Advisory Council	Strat Plan Cmt CEO	May 2018	COMPLETE 3-31-18
8.3	Consult Museum Advisory Council	Strat Plan Cmt CEO	May 2018	COMPLETE 3-31-18
8.4	Consult Chamber of Commerce	Strat Plan Cmt CEO	May 2018	COMPLETE 4-16-18
8.5	Identify and consult Key stakeholders (e.g. children, teens, seniors, health professionals, educators, non-users, etc).	Strat Plan Cmt CEO	June 2018	COMPLETE 6-30-18
8.6	Complete Community Input Survey(s)	Strat Plan Cmt CEO	June 2018	COMPLETE 6-14-18
8.7	Consult Experts in the GLAM fields	Strat Plan Cmt CEO	June 2018	COMPLETE 7-9-18
9 Feasibility Study and Space Plan				
Conduct a Feasibility Study and Space Plan				
9.1	Tender Feasibility Study and Space Plan [on GLAM and 173/177 Bruce St and 113 Lakeshore Rd properties]. This includes signage and branding which respect the individual identities of the two locations	Strat Plan Cmt CEO with Town	May 2018	COMPLETE 6-21-18
UPDATE TO EXPECTED DATE —	9.2 Complete and present Feasibility Study and Space Plan	Consultant	August 2018 Nov 29, 2018	
9.3	Update the Capital Plan 2019-2021 based on the Feasibility Study	Board & CEO	Sept 2018	COMPLETE 9-20-18

10 Strategic Plan 2018-2022

Complete the four-year Strategic Plan informed by Goal 8 and 9						
	NUMBERING UPDATED FOR CLARITY—	10.1a	Update Mission, Vision & Values	Board with Staff & Community feedback	May 2018	--
		10.1a	Update Mission	Board with Staff & Community feedback	May 2018	COMPLETE 5-17-18
		10.1b	Update Values	Board with Staff	May 2018	COMPLETE 5-17-18
		10.1c	Update Vision	Board with CEO	May 2018	On Agenda
		10.2	Draft Strategic Plan 2018-2022	Strat Plan Cmt CEO	August 2018	On Agenda
	UPDATED FOR DATE—	10.3	Receive Community Feedback on draft Plan	Board	August 2018 Sept 13, 2018	On Agenda
	UPDATED FOR DATE—	10.4	Approval of Strategic Plan	Board	Sept 2018 Oct 2018	On Agenda
		10.5	Align the Operational Budget 2019-2021 based on the Strategic Plan	Board & CEO	Sept 2018	On Agenda
11 Annual Report						
Produce Annual Report to the community						
		11.1	Publish an Annual Report including the 2017 audit	CEO with Board	June 2018	COMPLETE 6-21-18
		11.2	Distribute an Executive Summary of the Annual Report to the Community	CEO	June 2018	COMPLETE 6-21-18
		11.3	Present the Annual Report & audit to the community	Board & CEO	July 2018	ONLINE 6-21-18

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Number: ADM.18.10.1
Subject: CEO Report, October 2018
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

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

B. Vibrant Spaces

Feasibility Study and Space Plan: The consultants are working with the Management Team to develop a plan for the L.E. Shore proposed expansion and the new facility in Craigeith. Class D estimates will be presented in November. These plans will focus on the providing vibrant spaces which are designed for service excellence.

C. Organizational Capacity

Information Session: On November 15th at 6:00pm. This information session is being planned by the CEO with the By-Laws & Governance committee and will work to provide information so potential applicants will be well informed of governance structure and needs prior to applying for the Library Board, Museum Advisory Council or Arts & Culture Council.

Staff Evaluation: The evaluation period for all staff will be occurring this Fall. This will include evaluation of staff from Page to CEO. This will be the first time a comprehensive annual staff evaluation will have been completed in more than three years. Moving forward, this will occur annually, and culminate with the Board's evaluation of the CEO. In this inaugural year the CEO will conduct all evaluation with support by Managers. By conducting all evaluations, the managers will have the opportunity to have the process modeled so they are well trained to conduct independent evaluations in the future.

D. Service Excellence

Museum Standards: September saw several staff with the CEO completing the Ministry of Tourism Culture and Sports Standards for Community Libraries in Ontario. This is the first step in becoming qualified for the Community Museum Operating Grant (CMOG). This application

took over 150 staff hours to complete and we expect the review to be completed by the end of November.

Library Accreditation: Following the Museum Standards, the CEO began the focus on library accreditation. Auditors will be onsite to complete this process in November.

Plans: The CEO will be working with each manager to develop plans for the various service areas (e.g. Museum Collection Plan, Technology Plan, Programming Plan). Completing such plans will better inform activities and tie budgets to community needs. These plans will be informed by the numerous community consultations, the Strategic Plan and the Feasibility Study.

Municipal & School Board Elections 2018 Support: The CEO, three Managers, and one Museum Assistant were certified by the Town Clerk for election support. These five staff completed training and took an oath in order to support individuals who were voting utilizing the BMPL technology. BMPL as a technology hub is a natural partner in this process. However, we are not a polling site, nor are we assisting with any support being technology access and basic questions. All other questions are referred to the Town Clerk during their support hours.

E. Communications

Communication Plan: A Branding, Marketing and Communication Plan will be developed for early 2019. One of the three Young Canada Works interns will be assisting with this project. Managers and several other staff will also have key roles. Following the newly appointed Board, the proposed Communications and Strategic Planning Committee will assist with this project to ensure the Board needs are included in this administrative document.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

The Blue Mountains Public Library Board

Committee: By-Laws & Governance Committee
Meeting Dates: September 18, 2018 9am
Location: L.E. Shore Boardroom
Prepared by: Laurey Gillies, Chair

Attendees: Laurey Gillies, Chair
Odette Bartnicki
Willi Wildman
Dr. Sabrina Saunders, CEO, Secretary/Treasurer
Regrets: N/A
Absent: N/A

Recommendations:

1. THAT The Blue Mountains Public Library Board receive the October 25, 2018 By-Laws and Governance Committee Report as information.
2. That the Blue Mountains Public Library Board appoint [name] to the Library Board Selection Committee.
3. 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.
4. THAT The Blue Mountains Public Library Board approve the Agenda and Multi-Year Agenda (POL.2018 xx).
5. THAT The Blue Mountains Public Library Board approve the CEO Fact Sheet.
6. THAT The Blue Mountains Public Library Board receive the Amended POL-ADM.2018.34 Public Holidays Policy.

Summary

Further to the Board Recruitment presentation in September, Council has “directed the Town Clerk to work with the CEO of The Blue Mountains Public Library to establish a committee which will have a mandate to screen, interview and shortlist Library Board applications for consideration by Council at the December 17, 2018 Council Meeting, Closed Session”.

The Town has confirmed the selection committee as proposed:

- One member of the outgoing Library Board who is not applying for reappointment;
- A Southern Ontario Library Service (SOLS) nominated representative;
- The Library CEO;
- The Town Clerk or designate, participating as a non-voting resource person.

As a result, the Board needs to name a member who will not be re-applying for the Board to sit on the selection committee (recommendation 2).

Under Action Plan Section 6: Board Transition Plan, the Committee has been working on several items to set the groundwork for the new Board. We have revised committee terms of reference to align with the new strategic plan. Proposed changes are highlighted in the attached drafts which are presented for Board approval (recommendation 3). We have also drafted a new policy describing annual and multi-year agenda. This policy proposes that consolidated financial statements be presented quarterly to facilitate more complete reporting and is presented here for approval (recommendation 4). To align with this new policy, we are also giving notice of a minor change to the By-Laws to be confirmed at the November meeting. The By-Laws include the following statement under 7.4 Treasurer: "1.2 Preparing and presenting monthly finance reports to the Board;". We are proposing deleting "monthly" from the statement.

In preparation for the Town's job evaluation process, the Committee reviewed the CEO Fact Sheet which is attached here for Board approval (recommendation 5).

The Committee is also working with the CEO on a few final items this term:

- Salary Administration policy which will come forward to the next Board meeting for approval;
- Process for appointing members to the Museum Advisory Council (also for Board approval at the next meeting);
- Information session for potential candidates for the Board, MAC and Arts and Culture Council which is booked for Thursday November 15 at 6:00 p.m.; and
- Orientation program for the new Board.

Respectfully Submitted,
Laurey Gillies
By-Laws & Governance Committee Chair

Terms of Reference

The Blue Mountains Public Library Board

1. **Name:** **Organization Capacity, By-Laws & Governance Committee**

2. **Duration of Committee:** **Standing**

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the Board amends or rescinds this Standing Committee.

3. **Membership**

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. ~~Additionally, the Board Chair is Ex-Officio on all Committees with an equal voice when present.~~ The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

4. **Quorum**

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

5. **Term of Appointment**

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs at the November Board Meeting, or in an election year, upon appointment of the new Board.

6. **Reports To**

As a Committee of the Board, this committee reports directly to the Board.

7. **Purpose**

At the **November 16, 2017** meeting, the Blue Mountains Public Library Board designated a committee to be known as the By-Laws and Governance Committee to review/revise drafts based on and governed by the Public Libraries Act, RSO 1990; the Heritage Act, RSO 1990 with the Ontario Community Museum Standards; and all other relevant Acts. This includes but is not limited to:

1. By-Laws of the Board;
2. Governance Statements of the Board; and
3. any Memorandum of Understanding (MOU) between the Board and The Town

At the October 25, 2018 meeting of the Board, the name of the Committee was adjusted to the Organizational Capacity, By-Laws and Governance Committee and the role of the Committee was expanded to include responsibility for the successful implementation of the Organizational Development goals of the Strategic Plan 2018-2022.

8. Mandate

The By-Laws and Governance Committee will maintain by-laws and policies which govern the Blue Mountains Public Library and ensure fiduciary responsibility and accountability. This includes the review and recommendation to the Board of the MOU and any other formal agreements between the Board and the Town. Through the CEO, this Committee will also monitor legislative changes and changes in the Ontario Public Library Guidelines Accreditation document, which will each inform necessary changes. The Committee will develop a policy review schedule and make recommendations to the Board.

This Committee will also work with the CEO (and make recommendations to the Board as appropriate) to ensure the development of plans for, and implementation of, the Organizational Capacity goals of the Strategic Plan 2018—2022.

9. Resources and/or Budget

No financial or staff resources are assigned to this committee. Should a need arise, the Committee Chair may provide a request for budget or staff support to the CEO. The CEO may present said requests to the Board if the need surpasses available funds or budget lines.

10. Duties of Members

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Oath of Confidentiality;
- Speak with one voice by supporting the Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

11. Non-Member Attendance

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in discussions relevant to their advisory role.

12. Removal and Vacancies

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if the any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Oath of Confidentiality and may not discuss the work of the Committee or the Board when no longer a member.

13. Meetings

Meetings will be called as required by the Committee Chair or by a majority of the members of the Committee, and arranged by the Board Secretary. As a Committee of the Board, the Board Chair may also call a committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

14. Voting

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

15. Committee Chair

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select a Chair from among its members who shall serve for the one-year term beginning in November. or at the time of election, and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

16. Special Responsibilities of the Committee Chair

No special responsibilities are assigned to this Committee Chair.

17. Committee Secretary

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL.

18. Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

19. Review of Terms of Reference

The Board will review, amend, and approve the Terms of Reference annually according to the Board’s Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

20. Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule (YET TO BE NAMED/NUMBERED).

By-Laws, Governance & Organizational Capacity Committee – Terms of Reference

Approved by the Board December 21, 2017.

Accepted by the By-Laws & Governance Committee on January 16, 2018.

Updated by the Board October 25, 2018.



Terms of Reference

The Blue Mountains Public Library Board

1. **Name: Communications and Strategic Planning Committee**

2. **Duration of Committee: Standing**

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the Board amends or rescinds this Standing Committee.

3. **Membership**

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. ~~Additionally, the Board Chair is Ex-Officio on all Committees with an equal voice when present.~~ The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

4. **Quorum**

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

5. **Term of Appointment**

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs at the November Board Meeting, or in an election year, upon appointment of the new Board.

6. **Reports To**

As a Committee of the Board, this committee reports directly to the Board.

7. **Purpose**

The Town of The Blue Mountains Public Library Board recognizes that the Strategic Plan establishes the priorities for action by the Board, CEO, and staff, informs budget and fundraising activities and communicates same to the public. At the **November 16, 2017** meeting, the Library Board designated a committee to be known as the Strategic Planning Committee with

responsibility for the development and drafting of a plan every four years and revision of the plan in other years as necessary.

At the October 25, 2018 meeting of the Board, the name of the Committee was adjusted to the Communications and Strategic Planning Committee and the role of the Committee was expanded to include responsibility for the successful implementation of the Communications goals of the Strategic Plan 2018-2022.

8. Mandate

The BMPL Strategic Planning Committee will develop a Strategic Plan every four years which includes goals and measurable objectives. This plan will include recommendations for Mission, Vision, and Value statements; investigation of needs including space and capital needs; defining measurable goals and objectives; and assigning roles and functions within the plan.

The Committee will also work with the CEO (and make recommendations to the Board as appropriate) to ensure the development of plans for, and implementation of, the Communications goals of the Strategic Plan 2018-2022.

9. Resources and/or Budget

This committee has access to funds which are defined in the Board approved annual budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

10. Duties of Members

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Oath of Confidentiality;
- Speak with one voice by supporting the Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

11. Non-Member Attendance

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in discussions relevant to their advisory role.

12. Removal and Vacancies

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if the any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Oath of Confidentiality and may not discuss the work of the Committee or the Board when no longer a member.

13. Meetings

Meetings will be called as required by the Committee Chair or by a majority of the members of the Committee, and arranged by the Board Secretary. As a Committee of the Board, the Board Chair may also call a committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

14. Voting

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

15. Committee Chair

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select a Chair from among its Committee members who shall serve for the one-year term beginning in November or at the time of election and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

16. Special Responsibilities of the Committee Chair

No special responsibilities are assigned to this Committee Chair.

17. Committee Secretary

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL.

18. Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

19. Review of Terms of Reference

The Board will review, amend, and approve the Terms of Reference annually according to the Board’s Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

20. Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule (YET TO BE NAMED/NUMBERED).

Communications and Strategic Planning Committee – Terms of Reference

Approved by the Board December 21, 2017.

Accepted by the Strategic Plan Committee on January 16, 2018.

Updated by the Board October 25, 2018.



Terms of Reference

The Blue Mountains Public Library Board

1. **Name: Vibrant Spaces and Capital Campaign Committee**

2. **Duration of Committee: Standing**

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the Board amends or rescinds this Standing Committee.

3. **Membership**

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. ~~Additionally, the Board Chair is Ex-Officio on all Committees with an equal voice when present.~~ The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

4. **Quorum**

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

5. **Term of Appointment**

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs at the November Board Meeting, or in an election year, upon appointment of the new Board.

6. **Reports To**

As a Committee of the Board, this committee reports directly to the Board.

7. **Purpose**

At the October 25, 2018 meeting, the Library Board designated a committee to be known as the Vibrant Spaces and Capital Campaign Committee with responsibility for the successful implementation of the Vibrant Spaces goals of the Strategic Plan 2018-2022.

8. Mandate

The BMPL Vibrant Spaces and Capital Campaign Committee will advance the implementation of the Feasibility Study and Space Plans(s) based on priorities set by the Board. The Committee will also develop a plan for, and implement a, Capital Campaign to supplement Development Charges and Town funding for new/renovated facilities.

9. Resources and/or Budget

This committee has access to funds which are defined in the Board approved annual operational and/or capital budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

10. Duties of Members

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
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- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Oath of Confidentiality;
- Speak with one voice by supporting the Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

11. Non-Member Attendance

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in discussions relevant to their advisory role.

12. Removal and Vacancies

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if the any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Oath of Confidentiality and may not discuss the work of the Committee or the Board when no longer a member.

13. Meetings

Meetings will be called as required by the Committee Chair or by a majority of the members of the Committee, and arranged by the Board Secretary. As a Committee of the Board, the Board Chair may also call a committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

14. Voting

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

15. Committee Chair

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select a Chair from among its Committee members who shall serve for the one-year term beginning in November or at the time of election and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

16. Special Responsibilities of the Committee Chair

No special responsibilities are assigned to this Committee Chair.

17. Committee Secretary

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL.

18. Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

19. Review of Terms of Reference

The Board will review, amend, and approve the Terms of Reference annually according to the Board's Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

20. Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule (YET TO BE NAMED/NUMBERED).

Vibrant Spaces & Capital Campaign Committee – Terms of Reference

Approved by the Board **October 25, 2018,**

Accepted by the Vibrant Spaces & Capital Campaign Committee on **XXX.**

**Type:** By-Laws & Governance**Authority:** Board**Resolution No.:****Associated Documents:****BLG.2018.xx.1 Standard Agenda**

1. Call to Order
2. Indigenous Acknowledgement
3. Approval of Agenda
4. Declaration of Pecuniary Interest
5. Previous Minutes

6. Communication with the Board
 - 6.1. Deputations
 - 6.2. Public Input on Agenda Items
 - 6.3. Correspondence

7. Action Items

8. Strategic Plan Update
 - 8.1. Vibrant Spaces
 - 8.2. Organizational Capacity
 - 8.3. Service Excellence
 - 8.4. Communications

9. Other Reports
 - 9.1. CEO Report
 - 9.2. Consolidated Variance Report (quarterly)
 - 9.3. Museum Advisory Council Report (when available)

10. Other Business & Board Roundtable
11. Notice of Upcoming Meeting(s)
12. Adjournment

Month	Annual	Multi-Year
Jan	<ul style="list-style-type: none"> • Approve annual agenda (dates, times). • Review/approve annual and multi-year action items. • Review Q4 Financials. <p><i>Note: First two items occur in March in yr. 1 of the new board term.</i></p>	<p>Year 1:</p> <ul style="list-style-type: none"> • Elect Chair and Vice-Chair. • Appoint Signing Authorities. • Review Legacy Documents. • Appoint delegates(s) to Board BootCamp at OLA Superconference. <p><i>Note: Board Orientation occurs in a separate meeting prior to the Board's first meeting.</i></p>
Feb	<ul style="list-style-type: none"> • Approve Annual Report. 	<p>Year 1:</p> <ul style="list-style-type: none"> • Appoint committee members and authorize committees to draft action plans for their component of the Strat Plan. • Complete Board training needs assessment and develop training plan. • Make MAC appointments. • Appoint Trustee Council representative.
Mar	<ul style="list-style-type: none"> • Confirm Regional Trustee Council attendee. 	
Apr	<ul style="list-style-type: none"> • Review Q1 Financials. 	<p>Year 1:</p> <ul style="list-style-type: none"> • Receive/approve committee action plans (should include action plans for implementation of strat plan, space plan, stakeholder engagement and advocacy plan).
May	<ul style="list-style-type: none"> • Annual Planning Mtg (Full Day) • Board Evaluation 	<p>Policy Review:</p> <ul style="list-style-type: none"> • Year 1 By-Laws and Governance • Year 2 HR and H&S • Year 3: Public Usage • Year 4: New policies required for accreditation
June	Approve audited statements.	<p>Year 3:</p> <ul style="list-style-type: none"> • Approve Board Recruitment Plan
Summer	Review Q2 Financials.	<p>Year 2-4:</p> <ul style="list-style-type: none"> • Prioritize action items in preparation for budget
Sept	<ul style="list-style-type: none"> • Approve budget proposal to Council. • Confirm Regional Trustee Council attendee. 	<p>Year 3:</p> <ul style="list-style-type: none"> • Initiate consultations for new strat plan. <p>Year 4:</p>

Month	Annual	Multi-Year
Oct		<ul style="list-style-type: none"> • Approve new strategic plan.
	<ul style="list-style-type: none"> • Review Q3 Financials. • CEO Evaluation. 	Year 4: <ul style="list-style-type: none"> • Complete preparation for new Board (e.g., orientation, legacy document). • Review/revise committee terms of reference to align with new strat plan.
Nov	Years 2-4: <ul style="list-style-type: none"> • Elect Chair and Vice-Chair. • Reauthorize Signing Authorities. • Make committee appointments. • Identify delegate(s) for OLA conference. 	<ul style="list-style-type: none"> • Year 2: • Review CEO Job Fact Sheet.
Dec	<ul style="list-style-type: none"> • No meeting. 	

Original Approval: _____
 Amended On: _____

THE BLUE MOUNTAINS PUBLIC LIBRARY

JOB FACT SHEET

APPROVED: 2008

Reviewed June 2017

Updated 2018



Position Title: CEO Library
Reports To: Library Board
Job Grade: Grade 11

POSITION SUMMARY

The Chief Executive Officer (CEO) *“shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other duties the board assigned to him or her from time to time.”* R.S.O. 1990, c.P44, s.15(2)

The CEO is responsible for leading, administering, planning, managing, and operating the Blue Mountains Public Library Gallery, Library, Archive and Museum (GLAM) consistent with the *Public Libraries Act*, all relevant legislation, all relevant provincial standards, Library policies, procedures and By-laws, and strategic directions set by the Blue Mountains Public Library Board.

KEY RESPONSIBILITIES

- Ensure that the Library is operated in accordance with relevant legislation and best practices.
- Lead, model and promote positive attitudes and interactions with a commitment to excellence in library programs and services for all stakeholders.
- Demonstrate superior interpersonal and communication skills to ensure effective day-to-day operation and functioning of the Library.
- Facilitate and maintain effective communications with the Library Board, the Town of Blue Mountains and community stakeholders, including community organizations, local business and the community at large, to contribute to positive growth and development.
- Develop, in consultation with the Board, staff and community members, a formal process to obtain feedback from all stakeholders.
- Develop an annual report for all stakeholders, for Board approval, to provide general information about the Library’s programs, services, events, analysis of user statistics, and update regarding progress towards achievement of the Strategic Plan goals for the year.
- On an annual basis, review, develop and recommend policies,
- procedures and by-laws to maintain compliance with all applicable municipal, provincial and federal legislation, including but not limited to ESA, OHSA, AODA and OHRC, all for Board approval.
- Conduct Health and Safety audits, as required under legislation, to ensure that Library facilities are operated and maintained in a safe and eco-friendly state, reporting safety and maintenance needs in a timely manner to the appropriate Town of the Blue Mountains staff.
- Effectively plan, acquire, manage and maintain the Library’s collection and all physical resources, ensuring they meet the needs of our community.

Staff

- Provide vision and guidance to library staff, board members and the community;
- Recruit, hire, supervise, evaluate, provide opportunities for professional growth, and, where necessary, terminate Library employees, keeping the Board informed as appropriate.
- Conduct performance reviews for all employees at least once per year, more often if appropriate.
- Keep confidential personnel records, in accordance with established Library policies and applicable legislation.
- Develop succession plan(s) and provide opportunities for staff to develop skills.
- Ensure that staff provide exemplary customer service.
- Apply change management strategies to assure effective implementation of change and acceptance by all stakeholders.
- Assess the current L. E. Shore Public Library and Craigeith Heritage Depot Volunteer programs to ensure that volunteer activities provide meaningful opportunities.
- Recognize volunteer contributions on a regular basis, celebrate Library volunteers annually.

Secretary to the Board

- Act as Secretary to the Board, unless the Board appoints an alternate, and prepare meeting agenda in concert with the Chair of the Board, keep minutes of Board meetings, and ensure that agenda and minutes are made available to Board members and the public in a timely manner.
- Provide orientation for all new Board members, and support continuing Board development and education for all Board members.
- Ensure that the needs of our community and our Library are represented to the Ministry of Tourism, Culture and Sport, Southern Ontario Library Service and the Ontario Library Association and, where appropriate, to other organizations.
- Cultivate a healthy, mutually empowering relationship with the Library Board.
- Support the maintenance of and compliance to the Memorandum of Understanding between the Library and the Town of Blue Mountains for the benefit of the Library and the community.

Treasurer to the Board and Financial Management

- Act as Treasurer to the Board, unless the Board appoints an alternate, and receive and account for all Library funds, ensuring funds are deposited and dispersed as per Board policy.
- Prepare and present annual and multi-year budgets to the Board including operating and capital projections based on identified Strategic Plan goals with both short-term and long-term consideration, and present the approved budget to the Town of Blue Mountains.
- Negotiate and administer contractual agreements with third parties as directed by the Board to ensure outcomes are in the best interests of the Library and the community.
- Ensure accurate and timely filing of tax and other government payments and reports.
- Assess risk and maintain insurance to protect the organization, Board and staff from loss or liability.
- Establish strategic financial management processes, using sound business and financial judgment.
- Promote and justify the library's needs to funding authorities.

Strategic Planning

- Assist the Board in the review and development of short, medium and long terms Strategic Planning goals.
- Work collaboratively with the Board, staff, other organizations and community stakeholders to implement identified action plans, monitor and report progress (or lack thereof) towards achievement of Strategic Plan goals, and recommend revisions to the Strategic Plan as appropriate.
- Keep abreast of current trends in Library service including advancements in technology.
- Develop a multi-year Capital Plan, Technology Plan, and Work Plan identifying requirements and opportunities presented to enhance library services, for the Board's approval.
- Employ sound project management principles and procedures in the planning and implementation of programs and services.

Facility Management

- Manage the library environment in all branches to enhance the user experience.
- Create a welcoming and user-friendly physical environment that encourages all community members to use library services.
- Create and maintain a healthy and safe environment for library users, staff and volunteers.
- Coordinate with City departments to ensure the ongoing operation and maintenance of all library's facility and related capital equipment.
- Work with City departments to develop and implement library building and renovation projects.

Collection Development

- Establish collection development policies and procedures.
- Oversee the selection, acquisition, organization and maintenance of the library's collection of print, archival, electronic, digital and other collections.
- Manage the processes by which library materials are ordered, received and tracked.
- Establish procedures and resources to support the acquisition of library materials.
- Execute the functions associated with tracking the expenditures and accounting for acquisitions.

EDUCATION, SPECIFIC TRAINING, and RELEVANT WORK EXPERIENCE:

1. Masters of Library and Information Sciences from an ALA accredited program.
2. Minimum of five (5) year's experience as a CEO with a career pattern that demonstrates continued professional development.
3. Thorough knowledge of practices and procedures regarding administration and operations of a municipal public library.
4. Strong interpersonal skills and ability to manage human and physical resources efficiently and effectively in a supervisory position.
5. Understanding of the philosophy and trends in public library service, including trends in technology.
6. Excellent communication skills, both verbal and written.
7. Demonstrated record of success in fiscal management of an annual budget in excess of \$750,000.
8. Demonstrated experience in strategic planning and assessing community needs.

9. Strong public relations skills, interpersonal, and organizational skills.
10. Proven history of partnering with community organizations in the provision of programs and services.
11. Knowledge and understanding of legislation, regulations and political astuteness relating to all aspects of public libraries and the municipal environment.
12. Proven ability to champion and successfully implement change.

OTHER QUALIFICATIONS REQUIRED:

- CPR with AED
- WHIMS
- Smart Serve

PROBABLE IMPACT OF ERRORS:

The primary impact of errors associated with the CEO position is as follows:

- **Confidentiality**—A CEO who does not protect the records, data, internal documents and information of the Library, Museum or Gallery, and their patrons will be responsible for causing a breach of confidentiality. The CEO, as Board Secretary and lead Human Resources Manager has, in their possession, confidential employment and Board documents. Improper storage and/or discussion of confidential information is a breach of confidentiality and may result in legal action against the organization or CEO personally.
- **Loss of Materials**—any staff who is not vigilant within the Library, or who does not properly log equipment, properly log artifact, or log materials into the Content Management System (CMS and/or Integrated Library System (ILS) may cause a loss of materials. It is the CEO's responsibility to ensure all staff are securing the assets of the organization and to rectify any breaches in protocol through policy development, training and/or corrective action.
- **Loss or Damage of Property**—The CEO shall ensure all policy and procedure is in place, as well as staff training to maintaining the premises during open hours and off-hours in order to mitigate the potential of loss of personal or organization property. Any staff who does not follow the IT policies and remain vigilant for phishing and viral scams may be responsible for irrevocable damage to Town and Board property. A CEO who does not properly maintain records may cause a disruption of service, financial loss, or loss of materials.
- **Personal Injury**—a CEO, who does not properly supervise the building, risks personal injury to themselves, their personnel or the patron/participant.
- **Financial Loss**—as both financial manager and Treasurer, a CEO who does not properly safeguard the cash of the organization risks theft of petty cash and loss of revenue for the organization. A CEO who does not properly maintain a budget and records of finances may have loss of finances or loss of funding due to improper use by funders.
- **BMPL Reputation**—a CEO who does not adhere to both standards and core documents of the organization will directly damage the reputation of the organization. This can impact community support and ultimately funding by the Town. The CEO, as the face of the

organization must, at all times, hold the reputation of the organization as a primary consideration in all activities, in and out of BMPL.

- ***Discontinuity with the Actions of the Board***—Pertaining to awareness and familiarity with organizational documents, it is the responsibility of the CEO to review, question, and be mindful of the BMPL’s organization documents. Without knowledge of these documents, the CEO cannot complete their job properly, which will result in both poor practices and performance reviews, or ultimately termination. These documents include but are not limited to:
 1. Mission, Mandates, Vision, and Values
 2. Core Competencies (found within the Learn HQ accounts as developed by SOLS)
 3. Strategic Plan
 4. Policies, Procedures, and Plans
 5. Manuals
 6. Operational Work Plan

SUPERVISION OR DIRECTION EXERCISED:

Directly supervises the following employees:

- Manager of Technical Services
- Manager of Public Services and Community Outreach
- Museum Curator (Museum Manager)

Responsible for larger staff and volunteers:

- Library Assistants
- Museum Assistants
- Pages
- Clerks
- Volunteers
- Interns
- Co-Op students
- Summer Students

WORKING RELATIONSHIPS:

With the Board:

Receives direction and guidance on policy, brand and service model adherence regarding the implementation of governance and strategic initiatives into operational actions of the Blue Mountains Public Library (Library, Museum and Gallery).

With Other Staff:

Displays and promotes positive “Team Player” attitudes and actions. This includes positive communications with subordinates and Town staff regarding ideas and initiatives to enhance the workplace improve policies, procedures and services. Promotes courtesy, cooperation and fosters a respectful work environment.

With External Agencies or Groups:

Represents and promotes The Blue Mountains Public Library interests relative to the

organization's related initiatives; seeks advanced permissions, values, or statements from the Board as required; seeks to develop sound professional working relationships.

With the Public:

Represents and promotes The Blue Mountains Public Library interests in a courteous manner, provides information as requested, but not speaking for the Board without authorization. This includes both on and off-shift, as the CEO is an identifiable representative of the organization throughout the community.

WORKING CONDITIONS:

Expected Working Environment–The expected working environment of the organization is that of a public library, public service, office setting. The CEO can expect:

- Liaising with agencies and partners on and off-site;
- Significant period of writing such as policy, grants, strategic document;
- Meeting with and serving the public in a quick paced environment;
- Contact with difficult and aggressive patrons, which may include physical threats to self or others;
- Contact with community and patrons who may be under the influence of alcohol or substances;
- Use of LCD monitor on PCs for an average of 80% of shift;
- Occasional lifting in excess of 20-40 pounds;
- Sitting for approximately 75% of shift;
- Walking between multi-level, non-accessible floors when on shift at the Craigeith Heritage Depot;
- Occasional offsite/outdoor activities including extreme heat/cold and contact with wildlife and toxic plants.

COMMITMENT TO HEALTH & SAFETY

All employees must personally comply with all health and safety practices as they relate to the work, standard operating guidelines and the Occupational Health & Safety Act. Personally comply with, and assume appropriate supervisory responsibility for compliance with, all health and safety practices as they relate to the Library and Museum, standard operating guidelines and the occupational Health and Safety Act. All Managers shall be certified in Standard First Aid & CPR/AED Level C or better.

JOB DETAILS

- Hours of Work:** Standard 35 hour work week Monday to Friday from 8:30 – 4:30 with a 1 hour lunch break. Weekend and evening work is required.
- Direct Reports:** 3 regular staff, plus interns and volunteers
- Overtime:** Does not apply to salary position
- Driver's License:** Require G2 or higher

NO: HR-12

Title: *Public Holidays*



Type: Human Resources

Authority: Board

Resolution No: BMPL 2018-77 on 4-19-18; POL-ADM.2018.34

Associated Documents: Employment Standards Act, S.O. 2000, Part X

Policy Statement

The Blue Mountains Public Library shall balance the needs of community service with the need for staff to have holiday time. The CEO shall adhere to the Employment Standards Act, S.O. 2000 and subsequent Acts pertaining to remuneration and closures for public holidays.

HR12.1 Public Holidays (Statutory)

1. An employee's public holiday pay for a given public holiday shall be equal to the total amount of regular wages earned and vacation pay payable to the employee in the previous pay period divided by the number of days worked. However, the employee has no entitlement:
 - 1.1. Where a holiday falls in the first pay period of a new employee, in which case, the hours worked prior to the holiday will be divided by the number of days which were worked prior to the holiday.
 - 1.2. If, without reasonable cause, the employee does not work on the last regularly scheduled day of work before the public holiday, or all of the first regularly scheduled day of work after the public holiday.
2. When an employee's regular day off falls on a statutory or recognized holiday the employee shall be entitled to a day off in lieu of the holiday. This substitution day should be taken prior to the end of the next pay period unless otherwise approved by the CEO.

HR12.2 BMPL Board Designated Holidays

1. Board Designated Holidays are those which are designated by the BMPL Board for which the library, museum or gallery is closed to the public; and are not necessarily the Public (Statutory) Holidays according to the ESA.
2. Only employees whose regularly scheduled hours of work would normally fall on a BMPL Designated Holiday closure will be paid for those hours at their regular rate of pay.
3. The Board shall review Board Designated Holidays a minimum of once in each fiscal year at the November Board Meeting. Additions to, or removal of any Board Designated Holidays shall be made known to employees following this Board Meeting.

HR12.3 Holiday Closure Schedule

1. The library, museum and gallery shall close for the following nine Ontario public holidays:
 - 1.1. New Year's Day (P.H.)
 - 1.2. Family Day (P.H.)
 - 1.3. Good Friday (P.H.)
 - 1.4. Victoria Day (P.H.)
 - 1.5. Canada Day (P.H.)

- 1.6. Labour Day (P.H.)
- 1.7. Thanksgiving Monday (P.H.)
- 1.8. Remembrance Day (P.H.)
- 1.9. Christmas Day (P.H.)
- 1.10. Boxing Day (P.H.)
2. The library, museum and gallery shall close for the following Board Designated holidays.
 - 2.1. New Year's Eve at 5:00pm (B.D.H.)
 - 2.2. Easter Sunday (B.D.H.)
 - 2.3. Easter Monday (B.D.H.)
 - 2.4. Civic Holiday (B.D.H.)
 - 2.5. Christmas Eve at 2:00pm (B.D.H.)
- ~~3. The Library shall close on Remembrance Day during the Town's Remembrance Ceremony in order for staff to attend.~~

Original Approval: 4-19-18
Amended On: _____

The Blue Mountains Public Library Board

Committee: Strategic Planning Committee
Meeting Dates: No Mtgs this cycle
Location: N/A
Prepared by: Odette Bartnicki, Chair

Attendees: Odette Bartnicki, Chair
Laurey Gillies
Willi Wildman
Dr. Sabrina Saunders, CEO, Secretary/Treasurer
Regrets: N/A
Absent: N/A

Recommendation:

THAT The Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of October 25, 2018.

THAT The Blue Mountains Public Library Board approve the *POL-SYS.2018.100 Vision Statement*.

Summary:

Having completed the primary task of the Strategic Plan for Board Approval, the committee has moved focus onto the closing out of mandate items prior to board transition. This includes the print executive report of the Strategic Plan and the comprehensive Strategic Plan which will be an online document.

Additionally, *POL-SYS.2018.100 Vision Statement*, which includes the Vision approved as part of the Strategic Plan at the September meeting, is put forward as a System Policy (recommendation #2) by this Committee.

Respectfully Submitted,
Odette Bartnicki
Strategic Planning Committee Chair

**Type:** System**Authority:** Board**Resolution No.:****Associated Documents:****SYS.2018.xx.1****Purpose of the Vision Statement**

The vision statement describes the future success of the library. By creating a compelling vision, the board encourages action that moves the library towards a desirable future. This policy ensures that the board and staff are guided by a clearly articulated vision.

1. The vision statement is used as a decision-making framework for board and staff.
2. All strategic decisions of the board need to support the vision.

SYS.2018.xx.2**Blue Mountains Public Library Vision Statement**

To be a multi-branch library system, with a thriving museum and gallery, that meets the ever-changing interests and needs of the diverse population of the Town of The Blue Mountains.

SYS.2018.xx.3**Review and Revision**

The vision statement is developed, reviewed and/or revised by the Board according to the Board's Policy Review Schedule is developed by the board as part of the planning cycle.

Original Approval: _____

Amended On: _____