

Agenda

The Blue Mountains Public Library Board Meeting

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

Mission: The Blue Mountains Public Library exists to enrich the lives of all members of our community by offering a wide range of materials, programs and services.

A. Call to Order

A.1 Approval of Agenda

Recommended (Move, second)

THAT the Agenda of February 15, 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 January 18, 2018 be approved as circulated, including any revisions to be made.

A.4 Action Items

Recommended (Move, second)

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

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), 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 and/or made available to the public upon request.

B.1—NONE

C. Staff Reports

C.1 Library CEO Report, December 2017

Recommended (move, second)

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

C.2 Library and Museum Operating Budget Variance Report, for January 31, 2018

Recommended (move, second)

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

C.3 Library & Museum Services Report

Recommended (move, second)

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

C.4 Canada 150 Report

Presentation by:

Emma Barker, Manager of Public Services

Andrea Wilson, Curator Craighleith Heritage Depot

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive the Staff Presentation on the Canada 150 Activities of 2017 as information.

D. Committee Reports

- D.1 Arts Advisory Council [Advisory Body Report] – Beverley Smith (C), Helen Forrest, Liz McCullam, Lynn Corrigan, Eunice Van Wert, Stephanie Seagram, Judy Moore, Willi Wildman (Board Rep)**

Recommended (move, second)

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

- D.2 Museum Advisory Council [Advisory Body Report] –Robert B. Waind (C), Bud McCannell, Olav Vanderzon, Bob Gamble**

There was no quorum at the November 2017 meeting and minutes were approved at the January 2018 meeting.

Recommended (move, second)

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

- D.3 By-Laws and Governance Committee Report – Laurey Gillies (C), Odette Bartnicki, Maurice Pepper**

Verbal Report

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive as information the February 15, 2018 By-Laws and Governance Committee Verbal Report as presented.

- D.4 Strategic Plan Committee Report – Odette Bartnicki (C), Laurey Gillies, Willi Wildman**

Report to follow on Wednesday, February 14th

Recommended (move, second)

THAT the Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of February 15, 2018.

Recommended (move, second)

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

Recommended (move, second)

THAT the Blue Mountains Public Library Board approve the Strategic Planning Committee and CEO to work with the Town to complete a Tender for Feasibility Study and Space Plan.

E. Correspondence

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

Recommended (Move, second)

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

F. Other Business / Round Table

F.1 AODA Board Training

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

G. Closed Session—None Scheduled

Recommended (Move, second)

THAT, with regard to section 16.1.4 of the *Public Libraries Act*, that this Library Board do now move into closed session in order to address matters pertaining to:

- a) the security of the property of the board;
- b) personal matters about an identifiable individual;
- c) a proposed or pending acquisition or disposition of land by the board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s. 24 (5).

The board moved into closed session at () pm

The board rose from closed to public session at () pm

Recommended (Move, second) –*If required*

THAT the Blue Mountains Public Library Board accept all motions duly made in the Closed Session of February 15, 2018, in accordance with section 16.1(4) of the Public Library Act.

H. Notice of Meeting Dates / Adjournment

The next Regularly Scheduled Board Meeting will be March 22, 2018 at 2:00 pm at the Gallery of the L.E. Shore Memorial Library & Gallery. This date was moved to accommodate policy training needs *and* space allowances for Library programming during March Break.

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

I. Adjournment

Recommended (Move)

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

Item #	Delegated to	Meeting Date	Action Required / Motion	Target Date	Notice Sent/Comments	Standing
2018 BMPL Board - ACTION ITEM LIST as at January 18, 2018 Meeting						
1	CEO	19-Oct-17	Policy Revision Recommendations	18-Jan-18	Policies are included individually as tasks	Complete
2	C:AAC	19-Oct-17	Review and Update Terms of Reference	15-Feb-18	CEO will begin this task in January	
3	C:MAC	19-Oct-17	Review and Update Terms of Reference	15-Feb-18	CEO will begin this task in January	
4	CEO	16-Nov-17	Prepare draft MOU and present to BLG Cmt	1-Feb-18	Board review is anticipated in March	On Agenda
5	CEO	16-Nov-17	Prepare draft By-Laws and present to BLG Cmt	18-Jan-18	Board review is anticipated in March	
6	CEO	16-Nov-17	Prepare draft Governance Policies and present to BLG Cmt	18-Jan-18	Board review is scheduled for March	
7	C:By-Law	16-Nov-17	Finalize draft of By-Laws to present to Board	15-Mar-18	Notice given Jan meeting	
8	C:By-Law	16-Nov-17	Finalize draft of Governance to present to Board	15-Mar-18	Notice given Jan meeting	
9	CEO	16-Nov-17	Prepare draft MOU and present to BLG Cmt	1-Feb-18	Board review is anticipated in March	On Agenda
10	CEO	16-Nov-17	Prepare draft Personnel Policies and present to BLG Cmt	20-Feb-18	Board review is anticipated in April	
11	C:By-Law	16-Nov-17	Finalize draft of Personnel Policies to present to Board	19-Apr-18	1st draft under review with additional edits to be made	
12	C:Strat Plan	16-Nov-17	Complete Strategic Plan draft for presentation to the Board	1-Aug-18	Training and Foundational discussions currently occurring	

13	CEO	16-Nov-17	Work with TBM Finance to reorganize the finance numbering so it is more readable by Board & public, and more functional for CEO & Staff	1-Feb-18	Finalization will occur the week of the Board Meeting. Progress has been quick and all needs are moving forward.	Complete
14	CEO	16-Nov-17	Request to include location of AED in newsletter	5-Jan-18	In Jan newsletter	Complete
15	CEO	16-Nov-17	Request to include history of CHD joining Library in newsletter	2-Feb-18	Slated for late winter newsletter	
16	CEO	21-Dec-17	AGCO PALS or other Special Occasion insurance for Gallery Openings	2-Feb-18	CEO is working on pricing the best insurance for our needs	Complete
17	CEO	21-Dec-17	AGCO Special Occasion Licenses for Gallery Openings	2-Feb-18	Licenses completed for February-April 2018	Complete
18	CEO	16-Nov-17	Intermediate Signage for Gallery & CHD	15-Jan-17	All capital must wait for 2018 budget to be approved	
19	CEO & Town	16-Nov-17	CEO begin discussions on electronic signage needs	Spring		
20	C:CEO Eval	18-Jan-18	CEO 3 month Evaluation	23-Jan-18		On Agenda
21	All Members	18-Jan-18	AODA Training	19-Mar-18		On Agenda
22	All Members	18-Jan-18	MFIPPA Training	19-Mar-18		
23						
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CEO Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: January 18, 2018
Report Number: CEO.18.1
Subject: CEO Report, January 2018
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

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

B. Notice of Closures

Both the L.E. Shore Memorial Library and the Craigleith Heritage Depot buildings will be closed on the following days.

- Monday, February 19: Family Day
- Friday, March 23: Staff Appreciation & Team Building Day
- Friday, March 30: Good Friday
- Sunday, April 1: Easter
- Monday, April 2: Easter Monday

The Library Staff will be having a Staff Appreciation & Team Building Day on Friday, March 23rd. All (adult) staff will be working on this day and services will be suspended for this day. Wi-Fi will remain on.

C. Facilities

The roof tender has been published by the Town and will be under review on February 15. Once the tender review process has been made, the Town will present a staff report with the timeline, service interruption dates (if any), and successful bidding company. During this project, windows in the main library will be retrofit to mitigate the current leaks, as will the flashing between the flat and rounded roof in the gallery where the ongoing leak has been identified.

D. Staffing

The Staff of the BMPL system are a phenomenal group of women. We have 3 positions which will be posted shortly, 1 part-time Museum Assistant, and 2 Casual positions for relief work and fill-in shifts as needed. Each of these positions were identified in the 2018 budget as well as the 2017 budget, so we do not need the 2018 budget to be approved by Council to wait to fill these. These positions will be an opportunity for expanding our group skill set as well as ensure the part-time staff are not working beyond the scope of their contract due to the system being short staffed.

Several summer and intern positions have been applied for. We hope to be able to extend services which require high focus areas within the library and museum through these positions.

E. Q1 Operational Update

Quarter 1 2018 (Q1) CEO Updates [Priorities presented at January 18, 2018 meeting]

CEO Priority [Not Ranked]	Status
1. Meet with Staff for one on one discussions	Round 2 February
2. Meet with Trustees for one on one discussions	Scheduling for February/March
3. Continue to meet with community members, patrons, and community groups	Preparing to invite community cohorts to meetings in March
4. Begin surveying the patrons on services, preferences, and expectations	Start February
5. Meeting with AAC and MAC chairs for one on one discussions	AAC in February MAC in March
6. Draft the Terms of Reference for the AAC and MAC	Beginning in February. Will present to Staff, Committee and AAC/MAC for feedback. Intention is to present to Board for April approval. The goal are documents which meet each parties needs while clearly defining the roles of the advisory body, staff, and board.

7. Draft By-Laws and Governance Policies and see them through committees and Board	Draft presented to Committee. Moves to Board for March.
8. Draft HR Policies and present to Board for ratification prior to the April 1 legislation deadline	Initial Draft to Committee. 2 nd draft to Committee in March. Board will be April or May. Individual legislated items may be presented earlier.
9. Draft MOU and begin working with the committee and TBM to finalize the draft	Met with Town Directors and have a draft to present to the Committee. 2 nd Mtg with Town scheduled for 2-12. SOLS review will follow committee feedback and then presentation to Board.
10. Reorganize Governance Records	The Governance documents and files will need approximately 60 days of work to complete. This includes scanning, reorganizing, and putting in an accessible format. Although this is a priority, it is a priority which may occur outside of Q1.
11. Reorganize Operational Records	The operational records are held by various staff or departments of the Town on behalf of the Board. Internal files for both HR and Finance have not been established by the CEO and we now have an autonomous records management system. February and March will include working with staff to develop the system which their individually held files can be held in a corporate format using TOMRMS.
12. Reorganize the financial procedures and lines	Completed
13. Develop a 2018 Operational Work Plan	The staff have until February 18 to add their interests and needs to the Work Plan. The February and March All Staff meetings will include working with this document and developing a needs plan. This will both inform the Board Strat Plan and be informed by the Board Strat Plan. An annual summit will occur in the summer of each year moving forward (end of Q2).
14. Gap analysis and subsequent Plan to achieve Qualified Status as an Ontario Community Museum	Ongoing meetings with the Museum's branch at the MTCS have occurred and the policy documents are nearly completed. Next will include the physical augmentations and plans. The MTCS has asked that

	we have our application for consideration submitted in August 2018.
15. Conclude Q1 with a Staff Appreciation Day which will have a focus on team building	The day is planned for Friday, March 23 and will include adult staff (not including High School Pages).

F. Attached

No Documents Attached

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
libraryceo@thebluemountains.ca
519-599-3681 extension 148

Town of The Blue Mountains
2018 Budget Variance Report
For the One Month Ending January 31, 2018

Operating
Library
SUMMARY LIBRARY & DEPOT

Acct	Current Period	YTD Actuals	Committed	Total YTD	Total			2017		
					Budget	Unexpended	% of Budget	LYTD	Actuals	Budget
EXPENSES										
SALARIES & BENEFITS	\$29,050.	\$29,050.	\$0.	\$29,050.	\$623,025.	\$593,975.	5%	29,937	648,584	0
TOTAL ADMINISTRATIVE EXPENSES	\$666.	\$666.	\$0.	\$666.	\$9,000.	\$8,334.	7%	386	20,272	0
TOTAL OPERATING EXPENSES	\$3,781.	\$3,781.	\$0.	\$3,781.	\$17,700.	\$13,919.	21%	2,951	19,750	0
TOTAL BOOKS AND TOTAL COMMUNICATIONS	\$5,031.	\$5,031.	\$0.	\$5,031.	\$22,550.	\$17,519.	22%	2,381	17,214	0
TOTAL TRAINING AND TOTAL PERSONNEL	\$363.	\$363.	\$0.	\$363.	\$11,035.	\$10,672.	3%	1,044	10,718	0
TOTAL EQUIPMENT	\$485.	\$485.	\$0.	\$485.	\$7,865.	\$7,380.	6%	857	5,433	0
TOTAL PURCHASED SERVICES	\$0.	\$0.	\$3,900.	\$3,900.	\$5,070.	\$1,170.	77%	0	15,804	0
TOTAL FINANCIAL RELATED EXPENSES	\$78.	\$78.	\$0.	\$78.	\$1,210.	\$1,132.	6%	478	8,906	0
TOTAL PREMISES	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.	0%	50	478	0
TOTAL CAPITAL	\$0.	\$0.	\$0.	\$0.	\$2,400.	\$2,400.	0%	0	508	0
	\$39,657.	\$39,657.	\$3,900.	\$43,557.	\$710,505.	\$666,948.	6%	39,496	757,879	0
TRANSFERS										
TOTAL TRANSFERS	\$0.	\$0.	\$0.	\$0.	\$80,800.	\$80,800.	0%	0	85,153	0
TOTAL TRANSFERS & EXPENSES	\$39,657.	\$39,657.	\$3,900.	\$43,557.	\$791,305.	\$747,748.	6%	39,496	843,032	0
REVENUE										
	\$7,091.	\$7,091.	\$0.	\$7,091.	\$68,350.	\$61,259.	10%	3,536	74,839	0
Net Tax Levy	(\$32,566.)	(\$32,566.)	(\$3,900.)	(\$36,466.)	(\$722,955.)	(\$686,489.)	5%	(35,960)	(768,193)	0



Library & Museum Services Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: February 15, 2018
Report Number: Services.18.2
Subject: Library & Museum Services Report, February 2018
Prepared by: Compiled by Dr. Sabrina Saunders, CEO with submissions by
Emma Barker, Manager of Public Services
Elisa Chandler, Manager of Technical & Virtual Services
Andrea Wilson, Museum Curator

A. Recommendations

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

B. Talking Points

- Newsletter subscriptions climbed from 270 to 309 this month. We'll continue to give away a movie pass (2 tickets + 2 pop + popcorn) to a newsletter subscriber each month through 2018 as an incentive to growth.
- The Staff are looking forward to the March 23rd Team Building event where we will be having a full-staff meeting, having updates on policy and then participating in a painting workshop together.

C. Key Successes

- Film Premiere: we had a full house for the historical short documentaries premiered by the CHD. It was well received by the audience. Four copies have been provided to each branch of the library for borrowing. (DVD & Blu-Ray)
- January Winter Wellness Programs were all full, including NamasteA: Yoga for Adults and DIY Bath Bombs for Teens. Upcoming February Winter Wellness Programs have also filled up, including: Yoga for Kids! Yoga for Babies and Tots, Superfood Smoothies Workshop. There is also an Essential Oils 101 workshop at the end of February.

- March Break 2018 lineup has been announced. Programs will happen daily at the L.E. Shore Library from Monday March 12 – Friday March 16th. Programs include: Hour of Code, Lego & Games, Movie Matinee: Wonder, Reptilia Show (featuring live reptiles) and a DJ Dance Party hosted by the Craigleith Heritage Depot and featuring the youth from their DJ lessons.

D. Statistical Usage

	LES	CHD	January Totals	December Totals	Year to Date 2018
Active Card Holders	4,398	93	4,491	4,479	4491
Circulation	7,714	351	8,065	6,953	8065
Digital Circulation			1,105	996	1105
Tours, Classroom Visits	594			251 (LES)	
Children’s Program	174	30	204	320 (LES)	204
Teen Programs	14		14	0 (LES)	
Adult Programs	98	120	218	187 (LES)	
Seniors Programs	207		207	120 (LES)	
Technical Programs	24		24	0	
Research Requests		4	4	3	4
CHD Attendance (all)		412	412	186	412
Gallery Program Attendance	12			55	

E. Technical

A new wireless microphone system has been installed at the L.E. Shore Gallery. The new system has five channels, meaning that five microphones may be in use at one time. It connects to our current amplifier and speaker system, but communicates digitally at 1.9 GHz rather than through infrared signal like the mic system it replaced. An infrared signal loses its strength in the dark or when there is no direct line of sight to the receiver.

In consultation with Richard “the Computer Guy” Banks, we have changed the format of Richard’s monthly computer basics talks. Richard will speak briefly about a new topic each week and take questions from attendees for the remainder of the class. The first session of “Q&A with Richard the Computer Guy” is scheduled for Wednesday, February 28 at 2pm. Richard will talk about Facebook privacy and security settings, then take questions on any computer-related topic.

F. Museum & Archives

DJ Lessons: In conjunction with interest in old school vinyl records, a series of DJ Lessons for ages 9-14 were run over the first week of January. These were completely filled and plans for more lessons in February and March will train a new generation of DJ's just in time to take the stage for a March Break DJ Dance Party the CHD will bring to the LE Shore Memorial Library.

Three new local history books have been written about the communities of Sandhill and Camperdown. The Curator will be working with the author on an early summer launch for the books and a community event featuring these small communities.

Members of the LGBTQ community are meeting with the Curator in February to develop a programme at the CHD to provide a safe and engaging place to share similar interests and knowledge building.

G. In the Gallery

February 3-28: The February Blues

The Arts Advisory Council for the Blue Mountains Public Library sponsored an open invitation, 'blues inspired', Arts and Craft exhibit, titled **February Blues**. The gallery received 58 artist submissions. A number of individual items had to be returned due to size, but at least one item from each of the artists is available on exhibit. The opening was the first licensed event and was highly successful.

March 3-28: Incidental Images: *paintings by Nancy De Boni*

Opening: March 3rd. This will be a licensed event.

Nancy writes, *"My works are narratives using representational images. I gather ideas to create the story. Some works contain figures and others merely suggest a human spirit. Using different palettes I intend to evoke a mood or time of day that could be reminiscent to others"*.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
libraryceo@thebluemountains.ca
519-599-3681 extension 148



Minutes

The Blue Mountains Public Library - Arts Advisory Council

Meeting Date: December 12, 2017

Meeting Time: 10:00 a.m.

Location: L. E. Shore Memorial Library Boardroom

Prepared by: Wanda Haayen

A. Call to Order

Chair Beverley Smith called the meeting to order

Present: Beverley Smith, Liz McCullam, Lynn Corrigan, Judy Moore, Helen Forrest, Stephanie Seagram, Board Representative Willi Wildman, CEO Sabrina Saunders and Wanda Haayen
Absent: Eunice Van Wert

Approval of the Agenda

Recommended

Moved by: Helen Forrest

Seconded by: Willi Wildman

THAT the Agenda of December 12, 2017 be approved as circulated, including any items added to the Agenda.

Approval of previous minutes

Recommended

Moved by: Liz McCullam

Seconded by: Lynn Corrigan

THAT the Minutes of the Arts Advisory Council meeting of November 14, 2017 be adopted as circulated, including any revisions to be made.

Correspondence and Sales Report –Wanda Haayen

Sacred Spaces: Altars by Artists –attendance at the opening was around 55. One sculptural piece sold from the showcase for \$300.00.

B. Reports

B. 1 Shows –Beverley Smith

The Summer Invitational in July and August is set with the following artists:

Vince Bowen –ceramics

Kathie Wright –paintings and cards

Jo Ann Sauks –abstract paintings

Joan Irvine –mixed media

Beverley Smith

Twisted Spiral –wood (to be confirmed)

-five artists will require wall space, about 15 ‘ each.

-each artist has a separate contract

-Judy Moore and Beverley Smith will work on a December 2018 Craft Show

-The following artists are confirmed for 2019:

Saugeen Artists’ Group –June 2019

Jim/Lisa Hannaford –September 2019

Marsh Street Painters –October 2019

-letters have been sent out to other prospective, future artists

-Invitational artists are not charged a gallery fee; all other shows, artist must pay

February Blues: discussion around music for the opening; some musician possibilities: a saxophone player, a vocal group, blues guitar. February Blues has been posted on Facebook, the Events Calendar and some other places

-Intake day: AAC will take shifts with two people on during the day.

Artists can make their own cards. AAC is responsible for refreshments for the opening on February 3rd.

January’s meeting will be largely concerned with working out the details for February Blues

B.2 Events – Liz McCullam

-From End to End: Hiking the Bruce Trail with Margaret and Ken Yaraskavitch –attendance ~65
\$25.00 received in donations. Discussion ensued as to the best place to locate the donations box.

-Event date for Robert Burcher’s talk in March will be Tuesday, March 20th at 7:00 pm, with a snow date of March 22nd. 7 pm

B.3 Publicity –Lynn Corrigan

-sandwich board sign will be ready this month.

Lynn Corrigan will look into publicizing our shows and events in the Sun Times.

-Beverley Smith clarified that [the] “kiosk is a town project, not AAC”. Sabrina noted that the total ‘branding’ project for the Town of Blue Mountains Library will take approximately 1½ years. All signs go under the 2019 Strategic Plan. In the interim, a sign will be created to replace the wood sign at the front, or to add ‘& Gallery’ to the existing one.

B.4 Showcases

There was some discussion around the feasibility of adding another showcase somewhere in the library.

C. New and Unfinished Business

C.1 Sabrina Saunders has applied for liquor licences to cover our February and March art openings, and is offering her Smart Serve qualifications for those dates. Sabrina has also addressed the Policy and Governance Committee for a long term solution re: alcohol at gallery openings and special events.

C.2 Sabrina Saunders has requested Town Finance to set up accounts so as to enable all profits from gallery and showcase sales to be entered into a reserve for the Arts Advisory Council.

C. 3 The advertisement to recruit one or two new AAC members will be reworded slightly to include “the arts”, and leave out “craft”. The ad will be reposted.

D. Upcoming Meeting Dates

Tuesday, January 9th, 2018

Adjournment

12:00 p.m.

B.3 Hartman Painting Minutes

Received the minutes from the joint meeting of the Arts Advisory Committee and the Museum Advisory Committee.

B.4 Charles and Ella Garrad Gift to the People of the Town of The Blue Mountains

Received the Curator's verbal report regarding the donation of the Turtle Blanket and its significance.

B.5 Blue Mountain Village Foundation request for funds

Received the Curator's verbal report of the request for funds to extend the film project to two additional films, one on the wreck of the Mary Ward and the other on The Path to the Village of the Souls. MAC will support the grant by volunteering two committee members with a BMVF fundraiser if this grant is successful.

C. Deputations / Presentations

C.1 Curator's Report

Received the Curator's report.

D. Next Meeting Date

Next meeting will be held on Tuesday November 21, 2017 at 10:00 am.

LE. Shore Library Meeting room

E. Adjournment

Moved by: Bud McCannell

THAT this meeting adjourn, Carried.



Committee Report

The Blue Mountains Public Library Board

Committee: Strategic Plan Committee

Meeting Dates: February 14, 2018

Meeting Time: 10:00 am

Other Dates: AAC Meeting March 13, 2018

Location: Boardroom, L.E. Shore Memorial Library

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:

1. THAT the Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of February 15, 2018.
2. THAT the Blue Mountains Public Library Board approve the Action Plan for 2018.
3. THAT the Blue Mountains Public Library Board approve the Strategic Planning Committee and CEO to work with the Town to complete a Tender for Feasibility Study and Space Plan.

Summary:

The Strategic Planning Committee continued to plan for the March 19, 2018 training and to work towards a new Strategic Plan for late 2018 which will be the 2018-2022 Strategic Plan. The Committee also continued to meet with the AAC and MAC to determine needs of these Council's within the larger Strategic Plan.

It became apparent that the work being done 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. The attached 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.

Action Plan for 2018

The Blue Mountains Public Library Board

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	
	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	

	2.2	Provide Staff and CEO with ongoing professional development opportunities which support library and museum goals	CEO with Board	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
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
	3.2	Create and approve new Human Resources and Health & Safety policies which reflect current legislation and best practice	CEO with Board	April 2018
	3.3	Create and approve new User Services policies which reflect current legislation and best practice	CEO	May 2018
	3.4	Create and approve new Operational policies which reflect current legislation and best practice	CEO	May 2018
4 MOU Development & Approval				
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

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	---
4.8	Define Lease Agreements	Same as 4.1	May 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	
5.5	Orientation to MFIPPA	Strategic Planning Committee with Legal Consultant	Mar 2018	
5.6	Orientation to Capital and Operational Budgets, Reserves Accounts, Development Charges Reserves, and Salary Grid	CEO	May 2018	
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	
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	

	6.3 Provide orientation to new Board members following appointment by Council	CEO with possible consultants	Dec 2018
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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 Craigeith Heritage Depot	CEO	Nov 2018

Meet the Ontario Standards for Community Museums

	7.3 Achieve all Standards as set out by the Ministry	CEO	Aug 2018
	7.4 Complete application to the Ministry for community museum “Qualified Status”	CEO	Aug 2018
	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

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
8.2	Consult Arts Advisory Council	Strat Plan Cmt CEO	May 2018
8.3	Consult Museum Advisory Council	Strat Plan Cmt CEO	May 2018
8.4	Consult Chamber of Commerce	Strat Plan Cmt CEO	May 2018
8.5	Identify and consult Key stakeholders (e.g. children, teens, seniors, health professionals, educators, non-users, etc).	Strat Plan Cmt CEO	June 2018
8.6	Complete Community Input Survey(s)	Strat Plan Cmt CEO	June 2018
8.7	Consult Experts in the GLAM fields	Strat Plan Cmt CEO	June 2018

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
9.2	Complete and present Feasibility Study and Space Plan	Consultant	August 2018
9.3	Update the Capital Plan 2019-2021 based on the Feasibility Study	Board & CEO	Sept 2018

10 Strategic Plan 2018-2022

Complete the four year Strategic Plan informed by Goal 8 and 9

10.1	Update Mission, Vision & Values	Board with Staff & Community feedback	May 2018
10.2	Draft Strategic Plan 2018-2022	Strat Plan Cmt CEO	August 2018
10.3	Receive Community Feedback on draft Plan	Board	August 2018
10.4	Approval of Strategic Plan	Board	Sept 2018
10.5	Align the Operational Budget 2019-2021 based on the Strategic Plan	Board & CEO	Sept 2018

11 Annual Report

Produce Annual Report to the community

11.1	Publish an Annual Report including the 2017 audit	CEO with Board	June 2018
11.2	Distribute an Executive Summary of the Annual Report to the Community	CEO	June 2018
11.3	Present the Annual Report & audit to the community	Board & CEO	July 2018

From: Julia Hinds
To: [Library CEO](#)
Subject: Board Composition
Date: Saturday, February 10, 2018 6:37:41 AM

Dear Dr Saunders and Board members,

I would like to bring your attention to misinformation regarding Board Composition. I am not sure who first provided the information about past board composition, but what is contained in Staff Report FAF.18.19; Current Composition of The Blue Mountains Public Library Board is inaccurate.

“Staff confirm that the Library Board composition prior to the 2014 Library Board appointments, was seven members. The increased composition of the 2014 Library Board to nine members was a result of the appointment of two additional Library Board members that had history with the Library and that could assist with the 20th anniversary of the Library”

The Library Board appointed in 2011 had nine members and ran until 2014. I have spoken to past board members, and they have no idea where the story about two extra members being appointed in 2014 to help with 20th anniversary celebrations came from. The Board were more concerned with expansion and didn't talk much about the anniversary.

The 2007-2010 Board ended up with 8 members because there were no other applications.

The 2003-2007 Board started with 9 members, but one died and one resigned; again, there were no other applications.

There have however, never been more than 2 Council representatives.

I have two concerns. Firstly, that erroneous information was used to inform a decision, and secondly, the decision not to add two more members from the public, now gives Council power over the library board that it is not meant to have.

Currently the Mayor is Chair, and there are two Councillors, bringing the total number of Council representatives to three. At the last meeting, three people were absent, the Mayor and two non-Councillors, so during that meeting, there were equal numbers of Council members to non-Council members, a ratio which the Public Library Act attempts to discourage.

If only one non-Council member is absent at any meeting, which from attending most meetings for the last two years is a fairly common occurrence, the Board would still consist of equal numbers of Council and non-Council members.

Respectfully submitted,

Julia Hinds