

---

## The Blue Mountains Public Library Board Meeting

**Meeting Date:** October 17, 2019  
**Meeting Time:** 2:00 p.m. Open Session  
**Location:** L.E. Shore Boardroom  
**Prepared By:** Dr. Sabrina Saunders, CEO/Secretary of the Board

---

**In Attendance:** Maurice Pepper (Chair)      Dorothy Cammaert      Laurey Gillies  
Rob Potter      Odeen Probert      Joanne Vivona  
Gary Zalot

**Absent:** N/A

**Regrets:** Jesse T. Glass, Q.C.

**Staff:** Dr. Sabrina ER Saunders, CEO

**Prepared By:** Dr. Sabrina ER Saunders, CEO

---

### A. Call to Order

The Chair called the meeting to order at 2:03pm. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

### B. Agenda

#### B.1 Approval of the Agenda

##### **BMPL-Resolution 2019-112**

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board approve the amended Agenda of September 19, 2019. CARRIED.

#### B.2 Declaration of Pecuniary Interest and General Nature Thereof

None

### C. Reports to be “Received as Information”

All reports to be received as information were received with additional discussion occurring as the items arose within the agenda.

##### **BMPL-Resolution 2019-113**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board receive as information:

- 1) GOV.19.23 entitled “Vibrant Spaces & Capital Campaign Committee Report—Oct 2019”;
- 2) GOV.19.24 entitled “Organizational Capacity, By-Laws & Governance Committee Report—Oct 2019”;
- 3) GOV.19.25 entitled “Communication & Strategic Planning Committee Report—Oct 2019”;
- 4) ADM.19.41 entitled “Service Excellence & Operational Updates—Oct 2019”;

- 5) *ADM.19.42* entitled “*Action Plan 2019 Update—Oct 2019*”;
- 6) *FIN.19.11* entitled “*Finance Report Q3*”;
- 7) *GOV.19.26* entitled “*Key Messages Update—Oct 2019*”.

CARRIED

## **D. Minutes**

### **D.1 Previous Minutes**

#### **BMPL-Resolution 2019-114**

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve as the minutes of September 19, 2019 as presented. CARRIED.

### **D.2 Business Arising from the Minutes**

- 1) Joint Meeting with MAC-November 8<sup>th</sup> 9am-12pm, Library Boardroom  
The meeting agenda will be circulated to both committees by November 1.

## **E. Communications with the Board**

### **E.1 Deputations**

None

### **E.2 Public Input on the Agenda**

No members of the public were present.

### **E.3 Correspondence**

No correspondence was received.

## **F. Action Items**

### **F.1 2020 Proposed Budget**

The 2020 Proposed Budget will be circulated to the Board in early November. The budget will then be included in the November 21<sup>st</sup> package for public release by November 14<sup>th</sup>.

### **F.2 Board Committees**

Board Committees are scheduled to have membership reappointed at the November Board Meeting. As a result of Vibrant Spaces planning for the Gala in early November; and given that members have already identified what committees they wish to sit at; the Board opted to appoint members effective November 1<sup>st</sup>.

Additionally, committee meeting times were discussed. Meeting times will be:

- C-SP 1<sup>st</sup> Tuesday of the month 9am-12pm
- OC-BLG 1<sup>st</sup> Tuesday of the month 1pm-4pm
- VS-CC 2<sup>nd</sup> Tuesday of the month 1pm-4pm

**BMPL-Resolution 2019-115**

Moved by Maurice Pepper and seconded by Odeen Probert, THAT this Board appoint Gary Zalot, Jesse T Glass, Joanne Vivona, and Maurice Pepper to Vibrant Spaces & Capital Campaign Committee, effective November 1, 2019 and expiring at the November 2020 Board Meeting, or upon next appointments. CARRIED.

**BMPL-Resolution 2019-116**

Moved by Maurice Pepper and seconded by Rob Potter, THAT this Board appoint Laurey Gillies, Odeen Probert and Dorothy Cammaert to Communication & Strategic Planning Committee, effective November 1, 2019 and expiring at the November 2020 Board Meeting, or upon next appointments. CARRIED.

**BMPL-Resolution 2019-117**

Moved by Maurice Pepper and seconded by Joanne Vivona, THAT this Board appoint Laurey Gillies, Maurice Pepper and Jesse T. Glass to Organizational Capacity, By-Laws & Governance Committee, effective November 1, 2019 and expiring at the November 2020 Board Meeting, or upon next appointments. CARRIED.

**G. Strategic Plan Updates**

**G.1 Vibrant Spaces & Capital Campaigns Report**

The Committee Chair provided an overview of the circulated report. The fundraising training is scheduled for Wednesday, November 6<sup>th</sup> from 10:30-3:30. Sabrina Saunders will book a location appropriate for breakouts.

**BMPL-Resolution 2019-118**

Moved by Laurey Gillies and seconded by Odeen Probert, That the Board direct the Organizational Capacity, By-Laws and Governance Committee to develop the necessary policies to guide BMPL fundraising. CARRIED.

**G.2 Organizational Capacity, By-Laws & Governance Report**

The Committee Chair provided an overview of the circulated report and the documents were reviewed. The Board Self-Evaluation was approved. Sabrina Saunders will prepare the document on Survey Monkey and distribute to the Board prior to November 1<sup>st</sup>. All members should complete the anonymous evaluation prior to November 10<sup>th</sup> in order for the report to be generated and included in the November package.

**BMPL-Resolution 2019-119**

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve the Board Self-Evaluation Questionnaire and process as presented. CARRIED.

The Code of Ethics and the Agreement to Comply with the Code of Ethics was discussed and accepted with minor edits. The Board determined that since the TBM Code of Conduct is not yet finalized and approved, the BMPL Code of Ethics should remove all notations to this document.

Once the final document is approved by Council, the Board will review and see if there are any required edits, including a statement of endorsement.

#### **BMPL-Resolution 2019-120**

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board approve the *Code of Ethics* as amended, and the *Agreement to Comply with the Code of Ethics* without reference to The Town of The Blue Mountains' draft *Code of Conduct* pending the approval by Council. CARRIED.

### **G.3 Communication & Strategic Planning Committee Report**

The Committee Chair provided an overview of the circulated report. The Communication and Advocacy Plan for 2019 was reviewed with update of various outreach to Council via the Committee of the Whole. These dates were updated. Sabrina Saunders stated she would update the Board when we had final meeting dates for the Board successes presentation to Council in November or December. *[Date is December 9<sup>th</sup> CoW.]*

### **G.4 Service Excellence & Operational Updates**

The CEO provided an overview of the circulated report. The CEO focused on the Teen Advisory Group which is a service excellence item. This group will be having their first meeting in November and will be the first of its kind in the Town.

### **G.5 Action Plan 2019 Updates**

The Action Plan successes to date were presented to the Board. The Board noted that the following additional items were complete:

- C2.5 Develop Advocacy Plan around awareness of BMPL as a GLAM and Cultural Hubs for the Town.
- OC2.3 Develop 2019 Key Messages of Staff
- VS3.4 Liaise with Town SMT and report to Council regarding Craigleith multi-use facility and LES expansion
- VS4.2 Investigate Fundraising approaches and develop Capital Campaign Plan for 2020

Including the additions, 53 of 86 outcomes have been achieved or are ongoing (62%).

#### **BMPL-Resolution 2019-121**

Moved by Rob Potter and seconded by Gary Zalot, THAT this Board direct the Standing Committees and CEO to prepare 2020 Action Items for consideration at the November 21, 2019 Board Meeting. CARRIED.

## **H. Other Reports**

### **H.1 Finance Report—Q3**

The CEO/Treasurer presented the third quarter finance report and updated the two Town held count lines balances. The BMPL held DC balance as of September 30, 2019 is \$1.383 million. The Craigleith Heritage Depot collections reserve as of September 30, 2019 is \$36,800. The Board asked what the impacts of Inter-Library Loan Ontario (ILLO) had been on the budget. At this time the postage is over budget as a result, but the program has not been up long enough to have significant costs. The 2020 proposed budget includes \$3,000 ILLO.

## **I. Roundtable**

### **I.1 Roundtable—General updates by the Board**

- 1) The Board discussed community and regional activities and events the members may wish to attending.
- 2) Joanne Vivona will be representing the TC3 - Saturday, October 26, 2019 - Grey Highlands Library, Flesherton Branch. She asked the board if they had any specific comments to bring forward at the regional round table.
- 3) Reminder of Chair/Vice Chair elections at the November 21<sup>st</sup> Board Meeting.
- 4) Reminder that the OLBA Bootcamp is occurring Saturday, February 1, 2020. Board members were asked if anyone would like to attend. Travel assistance is available for members of the Board attending.

#### **BMPL-Resolution 2019-122**

Moved by Maurice Pepper and seconded by Gary Zalot, THAT this Board accept as information the Roundtable discussions. CARRIED.

## **J. Key Messages**

The September Key Messages were determined by the Board and approved for immediate release.

#### **BMPL-Resolution 2019-123**

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-October 2019. CARRIED.

## **K. Closed Meeting**

None was required.

## **L. Notice of Meeting Dates**

The next regularly scheduled Board Meeting is November 21, 2019 at 2:00pm.

Additional Special Meetings and Committee Meetings:

- Special Board Fundraising Training-Location TBD, November 6, 2019 10:30am
- Vibrant Spaces & Capital Campaign Committee
  - November 5<sup>th</sup> at 1:00pm in the LES Boardroom
  - 2<sup>nd</sup> Tuesday of Month at 1:00pm starting in December
- Organization Capacity, By-Laws & Governance Committee
  - December 3<sup>rd</sup> at 1:00pm in the LES Boardroom
  - 1<sup>st</sup> Tuesday of Month at 1:00pm starting in December
- Communication & Strategic Planning Committee
  - November 8<sup>th</sup> at 9:00am Joint Mtg with MAC in the LES Boardroom

- November 21<sup>st</sup> at 12:00pm in the LES Boardroom
- December 3<sup>rd</sup> at 1:00pm in the LES Boardroom
- 1<sup>st</sup> Tuesday of the Month at 9:00am starting in December
- Museum Advisory Council
  - November 8<sup>th</sup> at 9:00am Joint Mtg with MAC in the LES Boardroom
  - November 27<sup>th</sup> at 1:00pm in the CHD Research Room
- Arts Advisory Council
  - Nov 2<sup>nd</sup> 2:00pm Gallery Opening
  - Nov 30<sup>th</sup> 2:00pm Gallery Opening
- Committee of the Whole Presentations
  - December 9<sup>th</sup> Annual Successes
  - February 3<sup>rd</sup> BMPL Budget

All meetings and relevant agenda materials will be posted on the [Events Calendar](#).

## M. Adjourned

### **BMPL-Resolution 2019-124**

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:00 p.m. to meet again at the call of the Chair. CARRIED.

---

Maurice Pepper, Chair

---

Dr. Sabrina Saunders, Board Secretary