
The Blue Mountains Public Library Board Meeting

Meeting Date: November 21, 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) Jesse T. Glass, Q.C.	Dorothy Cammaert Odeen Probert	Laurey Gillies Joanne Vivona
Absent:	N/A		
Regrets:	Rob Potter	Gary Zalot	
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

The Agenda was approved as amended, cancelling the Closed Session, and moving the Board Evaluation report into open session in F2.

BMPL-Resolution 2019-125

Moved by Dorothy Cammaert and seconded by Joanne Vivona, THAT this Board approve the amended Agenda of November 21, 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 2019-126

Moved by Jesse Glass and seconded by Odeen Probert, THAT this Board receive as information:

- 1) *ADM.19.43* entitled “*Proposed BMPL Budget 2020*”;
- 2) *ADM.19.44* entitled “*Board Evaluation 2019*”;
- 3) *GOV.19.27* entitled “*Vibrant Spaces & Capital Campaign Committee Report—Nov 2019*”;
- 4) *GOV.19.28* entitled “*Organizational Capacity, By-Laws & Governance Committee Report—Nov 2019*”;

- 5) *GOV.19.29* entitled “*Communication & Strategic Planning Committee Report—Nov 2019*”;
- 6) *ADM.19.45* entitled “*Service Excellence & Operational Updates—Nov 2019*”;
- 7) *ADM.19.46* entitled “*Action Plan 2019 Update—Nov 2019*”;
- 8) *ADM.19.47* entitled “*Craigleith Heritage Depot Temporary Closure*”;
- 9) *GOV.19.30* entitled “*Key Messages Update—Nov 2019*”.

CARRIED

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2019-127

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board approve as the minutes of October 17, 2019 as presented. CARRIED.

D.2 Business Arising from the Minutes

- 1) none

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 was reviewed. The budget was approved for release to Council for inclusion in the TBM budget package. Minor edits on description sheets occurred. The BMPL tentative date for presentation of the budget at the TBM budget hearings is Monday, February 3, 2020.

BMPL-Resolution 2019-128

Moved by Joanne Vivona and seconded by Laurey Gillies, THAT this Board approve the proposed budget to be released to TBM Council for inclusion in the Town draft 2020 budget. CARRIED

BMPL-Resolution 2019-129

Moved by Maurice Pepper and seconded by Dorothy Cammaert, THAT this Board approve the inclusion of Remediation Digitization into the Proposed 2020 budget, to an upset limit of \$30,000, if not already included in the TBM emergency budget to be presented at TBM’s Committee of the Whole on December 9, 2019. CARRIED.

F.2 Board Evaluation

The report was discussed, and the Board focused on areas which could be included for additional training or consideration in committees and the 2020 Action Plan. Key findings include: The Board has done a good job overall, but needs to improve stakeholder communication, which is included in the Action Plan 2020; Communication between the Board and CEO is excellent and the Board is pleased with the performance of the CEO; and the Board supports the Chair's leadership

BMPL-Resolution 2019-130

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board, having reviewed *ADM.19.44* entitled "*Board Evaluation 2019*" and discussed the survey results, direct the C-SP to consider the Board Evaluation and Board discussion. CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaigns Report

The outgoing Committee Chair provided an overview of the circulated report.

BMPL-Resolution 2019-131

Moved by Jesse Glass and seconded by Laurey Gillies, THAT the Board direct the Vibrant Spaces & Capital Campaign Committee to develop a Capital Campaign Plan, including recommended expenses. CARRIED.

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

The outgoing Committee Chair provided an overview of the circulated report.

BMPL-Resolution 2019-132

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board approve the revised Committee Terms of Reference for the Vibrant Spaces & Capital Campaign Committee; Organizational Capacity, By-Laws & Governance Committee; Communication & Strategic Plan Committee; and the Museum Advisory Council as presented. CARRIED.

G.3 Communication & Strategic Planning Committee Report

The outgoing Committee Chair provided an overview of the circulated report. The Board was reminded of the December 9, 2020 Committee of the Whole presentation on successes and comparator rankings.

G.4 Service Excellence & Operational Updates

The CEO provided an overview of the circulated report.

G.5 Action Plan

The Action Plan 2019 updates were presented. The final 2019 report will be presented in January, with a complete evaluation of the year's achievements. The draft Action Plan 2020 was reviewed. Each committee and the MAC were instructed to review the Action Plan items prior to

the January 2020 Board Meeting when an agenda item will be the final review and approval of the Action Plan 2020.

H. Other Reports

H.1 Trustee Council #3 Update

Joanne Vivona provided a verbal report of the Trustee Council 3 meeting at Flesherton Public Library. SOLS provided information at this meeting that they have received a 53% reduction and as a result have cut 29 staff for a significantly reduced available service. ILLO funding was discussed, with the future of the program. At this time there are no expectations for changes to ILLO, however, the National Book Rate was noted as expiring and new national contracts will most likely see increases to mailing costs, further impacting the new ILLO program.

H.2 Craigleith Heritage Depot temporary Closure Report

The CEO updated the report verbally, based on meetings which occurred after the report was circulated. Ongoing meetings will be occurring throughout the remediation program. The TBM staff and CEO with CHD staff will be working together on remediation. A TBM staff report will be presented to Committee of the Whole (CoW) on December 9th. Through this report, an emergency approval for funds are expected to be requested for remediation including radon remediation, HEPPA scrubbers, and an RFP for engineering analysis of the HVAC.

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 attend.
- 2) Members were invited to attend the OLA Super Conference OLBA's Bootcamp on February 1, 2020. Dorothy Cammaert offered to attend. Gary Zalot (by email) also asked to attend. The CEO will register these members for the program.
- 3) The CEO updated regulations on the PLA. At this time the direction being investigated is the amount of meetings required per year for Boards. A drop from the 10 minimum to 4-5 minimum is being considered. BMPL may still choose to have additional regular meetings in our by-laws. Additionally, the PLA Regulations on membership are also being discussed for amendment. The proposed change includes opening up membership to include citizens and permanent residents (as opposed to citizens only). No timeline is known for these proposed changes to the legislation.

BMPL-Resolution 2019-133

Moved by Odeen Probert and seconded by Joanne Vivona, THAT this Board accept as information the Roundtable discussions. CARRIED.

J. Key Messages

The November Key Messages were determined by the Board and approved for release following the Museum Advisory Council meeting.

BMPL-Resolution 2019-134

Moved by Odeen Probert and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-November 2019. CARRIED.

K. Closed Meeting

None was required.

L. Election of Chair & Vice Chair

The Chairing of the meeting was turned over to the CEO to run the election of both Chair and Vice Chair.

Nominations for Chair were opened. Jesse Glass moved and Laurey Gillies seconded the nomination of Maurice Pepper as Chair, and Mr. Pepper accepted the nomination. No additional nominations were made. Odeen Probert moved and Joanne Vivona seconded the nomination of Laurey Gillies for Vice Chair, and Ms. Gillies accepted the nomination. No additional nominations were made.

BMPL-Resolution 2019-135

Moved by Jesse Glass and seconded by Laurey Gillies, THAT this Board acclaim Maurice Pepper as the Board Chair, expiring at the November 2020 Board Meeting, or upon the next Board elections. CARRIED.

BMPL-Resolution 2019-136

Moved by Odeen Probert and seconded by Joanne Vivona, THAT this Board acclaim Laurey Gillies as the 2020 Board Vice Chair, expiring at the November 2020 Board Meeting, or upon the next Board elections. CARRIED.

The meeting was turned over to the 2020 Chair, Maurice Pepper.

M. Notice of Meeting Dates

The next regularly scheduled Board Meeting is January 16, 2019 at 2:00pm.

Additional Special Meetings and Committee Meetings:

- Vibrant Spaces & Capital Campaign Committee
 - January 14th at 1:00pm in the LES Boardroom
- Organization Capacity, By-Laws & Governance Committee
 - January 7th at 1:00pm in the LES Boardroom
- Communication & Strategic Planning Committee
 - December 3rd at 9:00am in the LES Boardroom
 - January 7th at 9:00am in the LES Boardroom
- Museum Advisory Council
 - November 27th at 1:00pm in the Gallery
 - February 26th at 1:00pm in the LES Boardroom
- Arts Advisory Council

- Nov 30th 2:00pm Gallery Opening
- Jan 4th 2:00pm Gallery Opening
- Committee of the Whole Presentations
 - December 9th Annual Successes/CHD Remediation
 - February 3rd BMPL Budget

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

N. Adjourned

BMPL-Resolution 2019-137

Moved by Maurice Pepper, THAT this Board does now adjourn at 5:35 p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary