
The Blue Mountains Public Library Board Meeting

Meeting Date: January 16, 2020
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
Jesse T. Glass, Q.C. Rob Potter Odeen Probert
Joanne Vivona Gary Zalot

Absent: N/A
Regrets: N/A
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 2:00pm. 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 presented.

BMPL-Resolution 2020-001

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the amended Agenda of January 16, 2020. 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 2020-002

Moved by Jesse Glass and seconded by Gary Zalot, THAT this Board receive as information:

- 1) *ADM.20.06* entitled “*Workplace Violence Compliance Report*”;
- 2) *GOV.20.01* entitled “*Vibrant Spaces & Capital Campaign Committee Report—January 2020*”;

- 3) GOV.20.02 entitled “Organizational Capacity, By-Laws & Governance Committee Report—January 2020”;
- 4) GOV.20.03 entitled “Communication & Strategic Planning Committee Report—January 2020”;
- 5) ADM.20.01 entitled “Service Excellence & Operational Updates—January 2020”;
- 6) ADM.20.02 entitled “Action Plan 2019 Final Updates”;
- 7) ADM.20.03 entitled “Action Plan 2020”;
- 8) ADM.20.04 entitled “Mindful Employment Charter”;
- 9) ADM.20.05 entitled “Continuous Improvement Report”.

CARRIED

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2020-003

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board approve as the minutes of November 21, 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 Workplace Violence Compliance Report

The report was presented by the CEO. The types of concerns addressed are deemed normative for a customer service setting/library services. The CEO explained how mental health opportunities are being provided to staff to support these types of difficult but non-violent situations.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaigns Report

The CEO explained that the report was written prior to the meeting, as this meeting occurred after the release of the Board agenda. A correction was noted-Maurice Pepper was present at the meeting. The 2020 Committee Chair, Joanne Vivona and the CEO made the verbal presentation which included a discussion on next steps on capital campaign planning. The Fall 2019 training was discussed, as well as 2020 needs of both the VS-CC in order to complete a plan, and the Board in order to develop comprehensive lists and donor base. The Research Phase, which much of 2020 was described as, was identified as key to having success in the future. An acknowledgement that the fundraising landscape has changed in the Town with more groups, including a potential Foundation for Grants and Donations, are actively fundraising.

BMPL-Resolution 2020-004

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board invite KCI to submit a proposal regarding:

1. Research of potential business and individual donors;
2. Development of our giving pyramid;
3. Identification of our network, including the capital committee;
4. Training program(s) for implementing the capital campaign. CARRIED.

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

The 2020 Committee Chair, Laurey Gillies provided an overview of the circulated report. Given that 100% of the Board was present and that 100% of members agreed to waive the notice period for a by-law amendment, By-Laws POL-BLG.2018.03 and .06 were both amended. In both cases the legislation comment was being updated using the wording from the legislation changes to the Public Libraries Act.

BMPL-Resolution 2020-005

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board approve the CEO Evaluation Form and process. CARRIED.

BMPL-Resolution 2020-006

Moved by Laurey Gillies and seconded by Jesse Glass, THAT this Board appoint the three Committee Chairs as an Ad Hoc committee to conduct the CEO evaluation for discussion at the February Board meeting. CARRIED.

BMPL-Resolution 2020-007

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board, having all members present, waive notice to amend a by-law for *POL-BLG.2018.03 Board Members Numbers and Term* and *POL-BLG.2018.06 Meetings of the Board*. CARRIED Unanimously.

BMPL-Resolution 2020-008

Moved by Laurey Gillies and seconded by Gary Zalot, THAT this Board approve the amendment to *POL-BLG.2018.03 Board Members Numbers and Term* re adding landed immigrant to qualifications, *POL-BLG.2018.06 Meetings of the Board* re new minimum number of monthly board meetings. CARRIED.

BMPL-Resolution 2020-009

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board approve the revised CEO Job Fact Sheet. CARRIED.

G.3 Communication & Strategic Planning Committee Report

The 2020 Committee Chair, Odeen Probert provided an overview of the circulated report. A brief discussion occurred on developing Board Bios, which was ultimately deferred to the approval of the Action Plan as a mandate, and the February 3rd Budget presentation to Council. The Chair and Committee Chairs agreed to make the opening presentation. The Committee Chair of the OC-BLG provided notice that she was unavailable for this presentation and Jesse Glass offered to present on behalf of the committee. Explanation was provided by the CEO that there may possibly be quorum at the meeting when the presenters would walk through the presentation and the meeting (approximately 30 minutes) would have a single agenda item of reviewing the PowerPoint. Any Board member who wishes to attend may of course do so.

BMPL-Resolution 2020-010

Moved by Odeen Probert and seconded by Laurey Gillies, THAT this Board schedule a Special Meeting of the Board Chair, the three Committee Chairs and/or designates in order to review the Budget 2020 presentation. It is understood that this meeting may have quorum and will be a single agenda item for planning of members speaking notes during the Budget Hearings. CARRIED.

G.4 Service Excellence & Operational Updates

The CEO provided an overview of the circulated report. The Board recommended the shortlisting of REEL History for the Minister's Award be added to the Key Messages Update.

G.5 Action Plan

The Action Plan 2019 final report was presented. 90% of the items were successfully completed with the balance rolled over to the 2020 Action Plan. These were either funding specific or delayed due to the temporary closure of the Craigeith Heritage Depot. The draft Action Plan 2020 was reviewed and approved. This Plan is a mandate for the Committees and CEO to proceed with areas identified.

BMPL-Resolution 2020-011

Moved by Gary Zalot and seconded by Laurey Gillies, THAT this Board approve the 2020 Action Plan for implementation. CARRIED.

H. Other Reports

H.1 Mindful Employer Charter

The Charter: Mindful Employer Canada was presented. The CEO explained the JHSC has recommended the signing onto this Charter as both a means of demonstrating our commitment to mental health in the workplace, as well as to gain valuable resources on mental health.

BMPL-Resolution 2020-012

Moved by Gary Zalot and seconded by Odeen Probert, THAT this Board endorse the signing of the Mindful Employer Charter. CARRIED.

H.2 Continuous Improvement Report

The CEO provided the Board with an overview of the 2019 achievements against the JHSC Continuous Improvement Goals and provided the 2020 Goals. The Board recommended an addition to the 2020 Goals: to include the signing on to The Charter as a demonstration of our commitment to mental health in the workplace.

BMPL-Resolution 2020-013

Moved by Dorothy Cammaert and seconded by Odeen Probert, THAT this Board endorse the organization's Health & Safety Goals for 2020. CARRIED.

[Jesse Glass left the meeting for another commitment]

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) The OLA Super Conference OLBA's Bootcamp on February 1, 2020 schedule was distributed as information. Dorothy Cammaert and Gary Zalot are attending on behalf of the Board. The OC-BLG Cmt requested any training specific information be shared to determine if the committee should add anything to the 2020 training plan.
- 3) Reminder for the Leap Year Dance was made. This event is a fundraiser for CHD Collections, specifically the development of the next movies for the REEL History series. The event is at BVCC on Feb 29th. Tickets are available at LES and through board members and MAC members.
- 4) A reminder of the Golf Tournament was made. Teams (1-4 players) are now being taken. Payment can follow closer to the event. This fundraiser is also for the CHD movies and occurs on July 9th at Cranberry Golf Club.
- 5) The CEO announced that she had been elected the Incoming President of the Ontario Library Association. The 3 year term will be 2020-Incoming President, 2021-President, and 2022-Outgoing President. This volunteer position, though time consuming, will not impact the CEO position and BMPL.
- 6) The CEO stated she would be attending the Grants and Donation Committee February 14th Gala and reminded the Board that tickets are available through the Town and online, if anyone else was interested.

BMPL-Resolution 2020-014

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

J. Key Messages

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

BMPL-Resolution 2020-015

Moved by Odeen Probert and seconded by Laurey Gillies, THAT this Board approve the release of the Key Messages Update-January 2020. CARRIED.

K. Closed Meeting

None was required.

L. Notice of Meeting Dates

The next regularly scheduled Board Meeting is February 20, 2020 at 2:00pm.

Additional Special Meetings and Committee Meetings:

- Vibrant Spaces & Capital Campaign Committee
 - Feb 11th at 1:00pm in the LES Boardroom
- Organization Capacity, By-Laws & Governance Committee
 - No February meeting
 - March 17th at 1:00pm in the LES Boardroom-*tentative hold*
- Communication & Strategic Planning Committee
 - February 11th at 4:30pm in the LES Boardroom [special time]
 - March 17th at 9:00am in the LES Boardroom
- Committee of the Whole Presentations
 - January 28th 11:45am Prep Meeting (for presenters) in the LES Boardroom
 - February 3rd BMPL Budget 8:30am Council Chambers
- CEO Evaluation Committee
 - January 27th 2:00pm in the LES Boardroom
- Museum Advisory Council
 - February 26th at 1:00pm at LES
- Arts Advisory Council
 - February 1st 2:00pm Gallery Opening

M. Adjourned

BMPL-Resolution 2020-016

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:40 p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary