
The Blue Mountains Public Library Board SPECIAL Meeting

Meeting Date: March 19, 2020
Meeting Time: 2:00 p.m. Open Session
Location: via Teleconference due to Pandemic
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

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

Absent: N/A

Regrets: Jesse T. Glass, Q.C. Joanne Vivona [unable to log in]

Staff: Dr. Sabrina ER Saunders, CEO

Prepared By: Dr. Sabrina ER Saunders, CEO

A. Call to Order

The Vice Chair, Laurey Gillies Chaired the meeting. The Chair called the meeting to order at 2:05pm. Protocols for teleconferencing were reviewed including recorded votes identifying oneself prior to speaking.

The Chair noted that quorum was present.

B. Agenda

B.1 Approval of the Agenda

The Agenda was approved as presented.

BMPL-Resolution 2020-032

Moved by Odeen Probert and seconded by Dorothy Cammaert, THAT this Board approve the Special Meeting Agenda of March 19, 2020.

Dorothy Cammaert-Yes
Laurey Gillies-Yes
Maurice Pepper-Yes
Rob Potter-Yes
Odeen Probert-Yes
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 2020-033

Moved by Dorothy Cammaert and seconded by Odeen Probert, THAT this Board receive as information:

- 1) “The BMPL Board Pandemic Preparedness and Business Continuity Plan-DRAFTs”;
- 2) “POL-ADM.2020.01 Pandemic Response”.

Dorothy Cammaert-Yes
Laurey Gillies-Yes
Maurice Pepper-Yes
Rob Potter-Yes
Odeen Probert-Yes
CARRIED.

[Gary Zalot joined the meeting]

D. Minutes

Deferred to Regular Meeting

E. Communications with the Board

Deferred to Regular Meeting

F. Action Items

Deferred to Regular Meeting

G. Strategic Plan Updates

Deferred to Regular Meeting

H. Other Reports

H.1 COVID-19 Reports & Updates

Discussions occurred by Strategic Plan Goal:

1. Service Excellence

The CEO gave an update on what had been instituted including pandemic procedures (cleaning, public service, and self-monitoring). Assigned public cleaning procedures and 5’ social distancing. Two work refusals have occurred to date and the CEO has covered those shifts to keep LES open. Following the suspension of services on March 15th, TBM closes all facilities. At this time all staff have been paid for the one cancelled shift and staff will continue to work during the facility shut down on alternate programs. A pilot holds

program is being instituted during the shutdown. This occurred three days prior to the March 17th Ministry required library shutdown.

2. Organization Capacity, By-Laws & Governance

Staff were explained their rights in the COVID-19. [At the time it was believed] Emergency Act and Section 238 change The Municipal Act allows for Library Boards to move to teleconferencing. Internet is an issue for some, so phone will be used until we determine better options. [Following the meeting it was determine that the PLA exempted this provision from occurring. This was adjusted soon after by the MHSTCI who made changes to allow for teleconferencing]. The Policy and Plan, to be presented later in the meeting, were also a key part of a response to this Strategic Direction.

3. Vibrant Spaces & Capital Campaign

Changes to the Strategic Action Items for this year may be impacted by COVID-19 including the LES capital budget. The Golf Tournament has already been cancelled by the CEO and the Board is requested to discuss if the 25th Anniversary gala should occur in December 2020.

4. Communication & Strategic Planning

The e-newsletter was used to send an e-blast out which introduced the new Service Updates & COVID-19 webpage. As changes occurred, the webpage was used to promote changes and new service models and not continuous use of the e-newsletter. Additionally, the meeting requested with TBM Chairs at the February meeting will be on permanent hold until such time as the pandemic is subsided.

The Board was requested for feedback on handling to date and if there was anything missing which the CEO or Committees should work on immediately.

BMPL-Resolution 2020-034

Moved by Odeen Probert and seconded by Dorothy Cammaert, THAT this Board receive the COVID-19 discussions as information.

Dorothy Cammaert-Yes
Laurey Gillies-Yes
Maurice Pepper-Yes
Rob Potter-Yes
Odeen Probert-Yes
Gary Zalot-Yes
CARRIED.

BMPL-Resolution 2020-035

Moved by Maurice Pepper and seconded by Odeen Probert, THAT this Board approve *POL-ADM.2020.01-Pandemic Response*; and direct the Organization Capacity, By-Laws & Governance Committee to bring back amendments, if required.

Dorothy Cammaert-Yes
Laurey Gillies-Yes
Maurice Pepper-Yes
Rob Potter-Yes
Odeen Probert-Yes
Gary Zalot-Yes
CARRIED.

BMPL-Resolution 2020-036

Moved by Dorothy Cammaert and seconded by Odeen Probert, THAT this Board authorize the CEO to work within the draft “BMPL’s Pandemic Preparedness & Business Continuity Plan” as amended; and direct the Organization Capacity, By-Laws & Governance Committee to bring back amendments, if required.

Dorothy Cammaert-Yes
Laurey Gillies-Yes
Maurice Pepper-Yes
Rob Potter-Yes
Odeen Probert-Yes
Gary Zalot-Yes
CARRIED.

BMPL-Resolution 2020-037

Moved by Rob Potter and seconded by Maurice Pepper, THAT this Board direct the OC-BLG Committee to investigate how to address the requirement for open meetings.

Dorothy Cammaert-Yes
Laurey Gillies-Yes
Maurice Pepper-Yes
Rob Potter-Yes
Odeen Probert-Yes
Gary Zalot-Yes
CARRIED.

I. Roundtable

I.1 Roundtable—General updates by the Board

NOTE: The Roundtable is an opportunity for members to share information on events, activities, or general information which members may wish to attend and/or review. This is not intended for new business or discussion pertaining to Action Items.

- 1) None shared.

J. Key Messages

J.1 Key Messages Update

BMPL-Resolution 2020-038

Moved by Gary Zalot and seconded by Odeen Probert, THAT this Board approve the release of the Key Messages Update-March 2020.

Dorothy Cammaert-Yes
Laurey Gillies-Yes
Maurice Pepper-Yes
Rob Potter-Yes
Odeen Probert-Yes
Gary Zalot-Yes
CARRIED.

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting is April 16, 2020 at 2:00pm via teleconference due to ongoing pandemic. The Board will determine if this is a Regular Meeting or Special Meeting Agenda in early April.

Additional Special Meetings and Committee Meetings:

- Vibrant Spaces & Capital Campaign Committee
 - April 14th at 1:00pm teleconference [potentially cancelled]
- Organization Capacity, By-Laws & Governance Committee
 - April 7th at 1:00pm teleconference
- Communication & Strategic Planning Committee
 - April 7th at 9:00am teleconference
- Arts Advisory Council
 - April 4th 2:00pm Gallery Opening-Cancelled

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

L. Adjourned

BMPL-Resolution 2020-039

Moved by Maurice Pepper, THAT this Board does now adjourn at 3:57 p.m. to meet again at the call of the Chair. Carried,

Laurey Gillies, Meeting Chair

Dr. Sabrina Saunders, Board Secretary