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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** February 20, 2020  
**Meeting Time:** 2:00 p.m. Board Tour of Blue Mountains Creator Space  
3:30 p.m. Open Session  
Closed Session to Follow Open Session  
**Location:** L.E. Shore Boardroom  
**Prepared By:** Dr. Sabrina Saunders, CEO/Secretary of the Board

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**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

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### A. Call to Order

The Board began at The Blue Mountains Creator Space and then returned to LE Shore to continue to tour of maker services before beginning the Board Meeting. The Chair called the meeting to order at 3:32pm. 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 2020-017**

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board approve the amended Agenda of February 20, 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 2020-018**

Moved by Gary Zalot and seconded by Joanne Vivona, THAT this Board receive as information:

- 1) *GOV.20.05* entitled “*Communication & Strategic Planning Committee Report—February 2020*”;
- 2) *ADM.20.07* entitled “*Service Excellence & Operational Updates—February 2020*”;
- 3) *ADM.20.08* entitled “*Action Plan 2020 Updates*”;
- 4) *FIN.20.01* entitled “*Finance Report Q4 2019*”;
- 5) *ADM.20.09* entitled “*Craighleith Heritage Depot Building Update*”;
- 6) *GOV.20.06* entitled “*CEO Performance Appraisal Report*” in closed session.

CARRIED

## **D. Minutes**

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

#### **BMPL-Resolution 2020-019**

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board approve as the minutes of January 16, 2020 as presented. CARRIED.

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

1. CEO Performance Appraisal [See K-Closed Session]

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

### **E.1 Deputations**

The visit to The Blue Mountains Creator Space Digital Lab and the presentation of the partnership with BMPL occurred between 2pm and 3:30pm.

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

No members of the public were present.

### **E.3 Correspondence**

1. *Ministry of Heritage, Sport, Tourism, and Culture Industries* [press release on changes to the PLA]. This document was shared with the Board on the changes to the PLA included dropping the required number of meetings from 10 meetings a year to 7 annually.
2. *OLBA Survey*. The CEO presented the link to the OLBA survey and reminded board members to take the opportunity to participate.

#### **BMPL-Resolution 2020-020**

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board receive the Communications with the Board as information. CARRIED.

## **F. Action Items**

### **F.1 Annual Report**

Deferred to the Communication & Strategic Planning Committee

## **G. Strategic Plan Updates**

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

No meeting since last report. The committee prompted two discussion points:

- 1) Update on Capital Campaign Discussion
- 2) Fundraising Initiative Discussion

The Board opted to hold off on any planning of capital campaign and further fundraising discussions until such time as meetings with the Grants and Donations Committee can occur.

#### **BMPL-Resolution 2020-021**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board request the Deputy Mayor to schedule a meeting between the Chair and Vice Chair of the Board, with the Chairs of the TBM Finance Committee and the Grants and Donations Committee; and that the CEO be present for this meeting. CARRIED.

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

No meeting since last report.

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

The Report was reviewed. There were no questions.

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

The Report was reviewed. The Board discussed the launch of the 25<sup>th</sup> Anniversary programs, which will begin with the April newsletter.

### **G.5 Action Plan**

The Report was reviewed. There were no questions.

#### **BMPL-Resolution 2020-022**

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 OLA Trustee Bootcamp**

Dorothy Cammaert & Gary Zalot provided a verbal report on the OLA Trustee Bootcamp.

#### **BMPL-Resolution 2020-023**

Moved by Odeen Probert and seconded by Rob Potter, THAT this Board receive the oral report of the 2020 OLA Trustee Bootcamp as information. Carried.

### **H.2 Budget Update**

A brief verbal report was provided on the TBM Budget Hearing recommendations made earlier in February. Rob Potter assisted in answering any questions on next steps.

#### **BMPL-Resolution 2020-024**

Moved by Laurey Gillies and seconded by Rob Potter, THAT THAT this Board receive the oral report of the Budget Hearing Update as information.

#### **H.3 Craigleith Heritage Depot Building Update**

The Report was reviewed. There were no questions.

#### **H.4 Finance Report: Quarter 4 2019**

The Report was reviewed. There were no questions.

#### **H.5 Summer 2020 Board Meeting Date**

No changes were made to the previously approved schedule.

### **I. Roundtable**

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

- 1) The Board was reminded that the Penny Sale Auction closes at the end of February. Proceeds will support the CHD REEL History Films.

#### **BMPL-Resolution 2020-025**

Moved by Dorothy Cammaert and seconded by Rob Potter, THAT this Board accept as information the Roundtable discussions. CARRIED.

### **J. Key Messages**

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

#### **BMPL-Resolution 2020-026**

Moved by Odeen Probert and seconded by Joanne Vivona, THAT this Board approve the release of the Key Messages Update-February 2020. CARRIED.

*[Maurice Pepper left the meeting. The Chairing of the meeting was moved to Laurey Gillies, Vice Chair].*

### **K. Closed Meeting**

*The Board certifies that no other business will occur following the closed meeting other than listed on this agenda, including the accepting of motions made in camera and adjourning the meeting.*

#### **BMPL-Resolution 2020-027**

Moved by Odeen Probert and seconded by Gary Zalot, THAT, with regard to section 16.1(4) of the *Public Libraries Act*, this Board do now move into closed session in order to address matters pertaining to *labour relations or employee negotiations* [CEO Annual Performance Appraisal].

The board moved into closed session at 5:21pm

### **K.1 Review and Discussion of the CEO Performance Appraisal of the 2019**

The Board reviewed the CEO Performance Appraisal draft document and discussed the option of one 360 degree evaluation being completed once a board cycle.

### **K.2 Adjournment of Closed Session**

#### **BMPL-Resolution 2020-028**

Moved by Dorothy Cammaert and seconded by Gary Zalot, THAT this Board does now adjourn from closed session at 5:43 pm.

### **K.3 Return to Open Session**

#### **Return to Open Session**

The board rose and returned to the public session at 5:44 pm

### **K.4 Recommendations**

#### **BMPL-Resolution 2020-029**

Moved by Rob Potter and seconded by Odeen Probert, THAT this Board approve the CEO Evaluation Report as amended and authorize the Ad Hoc Committee to sign it; and that the Board approve this Committee Report as an attachment to the CEO Evaluation. Carried.

#### **BMPL-Resolution 2020-030**

Moved by Rob Potter and seconded by Gary Zalot, THAT this Board appoint an Ad Hoc Committee consisting of Laurey Gillies, Odeen Probert, and Dorothy Cammaert to investigate the potential of a 360 degree CEO evaluation in Year 3 of this Board term. Carried.

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

The next regularly scheduled Board Meeting is March 19, 2020 at 2:00pm.

Additional Special Meetings and Committee Meetings:

- Vibrant Spaces & Capital Campaign Committee
  - March 10<sup>th</sup> at 1:00pm in the LES Boardroom
- Organization Capacity, By-Laws & Governance Committee
  - March 17<sup>th</sup> at 1:00pm in the LES Boardroom
- Communication & Strategic Planning Committee
  - March 17<sup>th</sup> at 9:00am in the LES Boardroom
- Museum Advisory Council
  - February 26<sup>th</sup> at 1:00pm at Craigleith Community Centre
- Arts Advisory Council
  - March 7<sup>th</sup> 2:00pm Gallery Opening

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

**M. Adjourned**

**BMPL-Resolution 2020-031**

Moved by Rob Potter, THAT this Board does now adjourn at 5:46 p.m. to meet again at the call of the Chair. CARRIED.

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Maurice Pepper, Chair

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Dr. Sabrina Saunders, Board Secretary