
The Blue Mountains Public Library Board Meeting

Meeting Date:	November 19, 2020		
Meeting Time:	2:00 p.m. Open Session		
Location:	Via Web/Phone Conference due to Pandemic Broadcast Live on Facebook Posted to YouTube until the next Regularly Scheduled Meeting		
Prepared By:	Dr. Sabrina Saunders, CEO/Secretary of the Board		
In Attendance:	Maurice Pepper (Chair)	Laurey Gillies	Jesse T. Glass, Q.C.
	Rob Potter	Joanne Vivona	
Absent:	N/A		
Regrets:	Dorothy Cammaert	Gary Zalot	
Staff:	Dr. Sabrina ER Saunders, CEO		
Prepared By:	Dr. Sabrina ER Saunders, CEO/Board Secretary		

The Board Package circulated to the public via the BMPL Event Calendar included login information request for both Internet and toll-free phone access to the open Board meeting. This meeting was also broadcast live on Facebook as part of the 2020 pilot. 32 People watched this meeting live. Full statistics will be reported on views at Facebook and YouTube at the next meeting.

A. Call to Order

The Board meeting, via Zoom, was called to order by the Chair at 2:02p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

A.3 Review of Teleconference procedures

The procedure for voting within a teleconference: The Chair shall call for a mover and seconder. When the question is called the Chair shall ask "all in favour" followed by "any opposed". This is instead of a recorded vote. Any member of the Board may request a recorded vote at any time in the meeting.

B. Agenda

B.1 Approval of the Agenda

The Agenda was approved as amended. A last-minute recommendation was added [H2] due to time sensitivity of provincially required COVID-19 Workplace Safety Plan. A second item was brought up during the meeting and added as H3 instead of returning to Business Arising.

BMPL-Resolution 2020-097

Moved by Jesse Glass and seconded by Joanne Vivona, THAT this Board approve the Agenda of November 19, 2020 as amended. 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 2020-098

Moved by Joanne Vivona and seconded by Laurey Gillies, THAT this Board receive as information:

- 1) *ADM.20.28* entitled “*Service Excellence & Operational Updates—November 2020*”;
- 2) *ADM.20.29* entitled “*Action Plan 2020 Updates—November 2020*”;
- 3) *ADM.20.30* entitled “*Action Plan 2021*”;
- 4) *FIN.20.08* entitled “*Finance Report Q3-2020*”;
- 5) *GOV.20.28* entitled “*Organizational Capacity, By-laws & Governance—November 2020*”;
- 6) *GOV.20.29* entitled “*Communications & Strategic Planning—November 2020*”;
- 7) *GOV.20.30* entitled “*CEO Evaluation Committee Report—November 2020*”.

CARRIED.

D. Minutes

D.1 Previous Minutes

Amendment: a typo was noted.

BMPL-Resolution 2020-099

Moved by Rob Potter and seconded by Jesse Glass, THAT this Board approve the Minutes of September 17, 2020 as amended. CARRIED.

D.2 Business Arising from the Minutes

1. [Our Military History](#). The Link was provided for the Our Military History event, which was presented on at the September Board Meeting.
2. Budget Update. The Board was informed of the dates for the TBM Budget Meetings. The schedule has not been released for which Department and BMPL will be at each time. This will be available on the TBM website with the 2021 Budget book, once released.

D.3 Electronic View

Previous Board Meeting: The September 17, 2020 meeting was not broadcast on Facebook due to technical difficulties. Following the meeting it was uploaded to YouTube and stayed available for viewing from September 17th in the evening until November 20th. At that time it was removed and the November 19th meeting was uploaded to YouTube. At the time of this Board meeting there were 27 views.

Current Board Meeting: The November Board meeting was broadcast live on Facebook and had 32 live viewers. Following the meeting it was uploaded to YouTube. Complete statistics on viewing of the November meeting will be presented at the January Board Meeting. The 2021 schedule will also be discussed at this meeting, since this is the end of the 2020 pilot.

BMPL-Resolution 2020-100

Moved by Jesse Glass and seconded by Rob Potter, THAT this Board receive as information the Business Arising from the Minutes. CARRIED.

E. Communications with the Board

In the event of public attendance, microphones are muted during the meeting and engaged for participants of Deputations or Public Input on the Agenda. No members of the public requested login credentials prior to the meeting as instructed to do so in the Agenda section E.2 and within the Library Events Calendar.

The deadline for submissions was Monday, November 16th at 2:00p.m. Deadline to request login credentials was Wednesday, November 18th at 4:00pm. No members of the public were present.

E.1 Deputations

None.

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

1. *OLS Joint Announcement.* The Board was provided with an email from the OLS-N and SOLS which announced the amalgamation plan to a single OLS beginning April 1, 2021.
2. *OLS Announcement Regarding Board Governance.* The Board was provided with an email identifying the changes and plans for the governance of the amalgamated OLS.

BMPL-Resolution 2020-101

Moved by Joanne Vivona and seconded by Rob Potter, THAT this Board receive as information the Correspondence. CARRIED.

F. Action Items

F.1 Action Plan 2021

The Action Plan for 2021 was discussion. The item was deferred for approval until after the final discussions of G.2 to allow for committee discussions. Ultimately there were minor amendments with 2 additions to the approved plan.

BMPL-Resolution 2020-102

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve up to \$750 in registration for Board members to participate in the OLBA Bootcamp on February 6, 2021. CARRIED.

BMPL-Resolution 2020-103-Recinded by BMPL-Resolution 2021-011

BMPL-Resolution 2020-104

Moved by Rob Potter and seconded by Jesse Glass, THAT this Board approve the amended Action Plan 2021; and direct all Lead Parties to take action as outlined within the Plan. CARRIED.

F.2 Committee Appointments

This item was deferred to follow G2 to determine if it was needed. As the Board decided not to appoint committees due to the pandemic, and instead to run all action items as a full Board, no committee appointments were required.

F.3 Q3 Finance Report

The consolidated third quarter finances were reviewed.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaigns Report

No meeting has taken place since the previous Board meeting.

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

The Chair of the Meeting was passed to Laurey Gillies, OC-BLG Committee Chair for the duration of her report and discussions.

The distributed report was discussed. The Board discussed in detail the Board Evaluation, with a focus on any result below a 4.0 [out of 5.0]. These and other items noted were discussed for addition to either the Action Plan 2021 or the Training Plan 2021.

The Committee provided explanation to the recommendation that the Board not to fill Standing Committee members at the November meeting for 2021, as prescribed. Instead the Board as a whole, at both regular and special meetings, will conduct all business in 2021. Ad Hoc committees may be established as needed by the Board, including the CEO Evaluation Committee which carries over from 2020 through the report in early 2021. Should the conditions of the pandemic change, this decision may be reviewed or amended at any Board Meeting.

BMPL-Resolution 2020-105

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board approve that no Standing Committees be appointed for 2021. This may be reviewed at any Board Meeting. CARRIED.

Per policy, the schedule for the annual holidays is to be reviewed annually in November. The Committee provided the 2020 holiday schedule and recommended all holidays be approved for 2021. No changes were made to the schedule.

BMPL-Resolution 2020-106

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve the BMPL Holidays for 2021. CARRIED.

G.3 Communication & Strategic Planning Committee Report

Due to regrets by the Committee Chair, Dr Sabrina Saunders provided the report overview.

The Committee reviewed the Action Plan 2020 to determine remaining items to accomplish in the year. The third Town Hall was determined not to be needed as Town Halls are currently Virtual due to the pandemic. The original intent of the 3 meetings was to move across the east, west and rural communities for various meetings and consultation.

The budget presentation was also discussed. Given that TBM will be holding virtual meetings, the usual Board and Committee presentations will not occur this year, and instead the CEO will make the presentation on behalf of the Board.

G.4 Service Excellence & Operational Updates

The distributed report was discussed. The CEO highlighted the two events completed since the last Board Meeting which were outside of the typical library service plan, but were seen as extending our service model as a community hub and community partner: The Halloween Trick-or-Treat Drive Thru and the two Remembrance Day Services.

G.5 Action Plan

The distributed report was discussed. This brings the completion rate up to 70 of 80 outcomes (87.5%), up by 23.5% since the last meeting.

G.6 CEO Evaluation Committee Report

The Chair of the Meeting was passed to Laurey Gillies, a member of the CEO Evaluation Committee for the duration of her report and discussions.

The distributed report was discussed. Laurey Gillies highlighted that two partners were interviewed electronically to provide feedback on how the CEO works with these key partners as well as represents the Board and organization in interactions. Feedback was described as excellent. The Committee will be providing the CEO Evaluation to the Board in 2021.

H. Other Reports

H.1 25th Anniversary

The 25th Anniversary of BMPL and the LE Shore Building is December 8, 2020. An electronic newsletter will be release on or before the anniversary. Additionally, the [Leonard E Shore Biblioboard](#) is now available for viewing.

H.2 Provincial Mandated COVID-19 Workplace Safety Plan

Additional Item: The CEO brought this item forward due to the timing of the announcement by the province. Although libraries are not specifically identified in the provincial order, all businesses or organizations should have a COVID-19 Workplace Safety Plan. The BMPL documents are extensive and when combined, meet the requirements of the Safety Plan.

BMPL-Resolution 2020-107

Moved by Jesse Glass and seconded by Laurey Gillies, THAT this Board acknowledge that The Blue Mountains Public Library current policies and plans make up the *BMPL COVID-19 Workplace Safety Plan*, required for all workplaces by the province. This Safety Plan includes the following approved policies and plans:

- A. POL-ADM.2020.01-Pandemic-Response
- B. POL-ADM.2020.02-Working-from-Home-During-COVID-19
- C. PLAN.2020.1-BMPL-Pandemic-Plan-2020
- D. PLAN.ADM.2020.6-LE Shore August 2020 Reopening Plan
- E. PLAN.ADM.2020.7-Craigleith Heritage Depot August 2020 Reopening Plan
- F. PLAN.HS.2020.2-Working in the Time of COVID-19
- G. PLAN.HS.2020.3-Cleaning Protocols in COVID-19
- H. PLAN.HS.2020.4-Handling Materials During COVID-19
- I. PLAN.HS.2020.5-PPE Use During COVID-19

Appendix A: PSHSA COVID19 Best Practice Employer Library

Appendix B: PSHSA COVID19 Best Practice Entertainment, Museum, Galleries Employer

Appendix C: PSHSA Maintaining an Effective JHSC During Emergency Situations Final

CARRIED.

H.3 Trustee Council 3 Meeting

Additional Item: Laurey Gillies agreed to attend the Trustee Council meeting from another region being held on Saturday, November 21st. She will bring information back on the amalgamation of the OLS's and the new Assemblies.

I. Roundtable

I.1 Roundtable—General updates by the Board

None

J. Key Messages

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

BMPL-Resolution 2020-108

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve the release of the Key Messages Update-November 2020. CARRIED.

K. Closed Meeting

None.

L. Annual Elections of Chair and Vice Chair

The Chair was turned over to the CEO to administer the election of the Chair and Vice Chair.

A call for nominations was made and seconded. The nominee agreed to stand. Additionally, nominations were called thrice before closing the election. In both cases the elected positions were acclaimed.

L.1 Election of Chair

BMPL-Resolution 2020-109

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board elect Maurice Pepper as the Blue Mountains Public Library Chair of the Board, effective immediately and expiring at the conclusion of the November 2021 Board Meeting or at the next election, whichever should occur first. CARRIED.

L.2 Election of Vice Chair

BMPL-Resolution 2020-110

Moved by Rob Potter and seconded by Jesse Glass, THAT this Board elect Laurey Gillies as the Blue Mountains Public Library Vice Chair of the Board, effective immediately and expiring at the conclusion of the November 2021 Board Meeting or at the next election, whichever should occur first. CARRIED.

Chair turned to the 2021 Chair.

M. Notice of Meeting Dates

The next regularly scheduled Board Meeting is January 21, 2021 at 2:00pm.

Other Meetings:

- CEO Evaluation Planning Committee [Ad Hoc]
 - January 5, 2021 at 9:00am Via distance. *Link to follow.*

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

N. Adjourned

BMPL-Resolution 2020-111

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:08p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary