
The Blue Mountains Public Library Board Meeting

Meeting Date:	March 18, 2021		
Meeting Time:	2:00 p.m.		
Location:	Via Web/Phone Conference due to Pandemic Broadcast Live on Facebook Posted to YouTube		
Prepared By:	Dr. Sabrina Saunders, CEO/Secretary of the Board		
In Attendance:	Maurice Pepper (Chair) Jesse T. Glass, Q.C. Gary Zalot	Laurey Gillies (Vice Chair) Rob Potter	Dorothy Cammaert Joanne Vivona
Absent:	N/A		
Regrets:	N/A		
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 2021 pandemic Board communications.

A. Call to Order

The Board meeting, via Zoom, was called to order by the Chair at 2:01p.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

BMPL-Resolution 2021-037

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board approve the Agenda of March 18, 2021. CARRIED.

[Gary Zalot joined the meeting]

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 2021-038

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board receive as information:

- 1) ADM.21.08 entitled “Action Plan 2021—January 2021”; and
- 2) ADM.21.09 entitled “CEO Service Update-February 2021”. CARRIED.

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2021-039

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board approve as circulated the minutes of February 18, 2021 Board Meeting. CARRIED.

D.2 Business Arising from the Minutes

1. The April meeting will be a closed meeting to address C2.3 Identify key supporters and develop a communication plan with priority groups. A report will be brought back to the May meeting.
2. The quarterly meetings between the Chair, Vice Chair and CEO with the Mayor, Deputy Mayor and CAO have been scheduled. The first will be prior to the April Board Meeting.

BMPL-Resolution 2021-040

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board receive the discussions as information on 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 (due to the Family Day holiday) was Monday, March 15th at 2:00p.m. No members of the public were present in the zoom meeting, but members of the public were present live on Facebook for viewing only.

E.1 Deputations

None.

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

None.

F. Strategic Plan Updates & Action Items

NOTE: This is a new section for the Board. Section F will include formal reports and discussion of said reports, as well as questions and discussions which would have normally been completed in Committee, and then brought forward to the Board for decisions. To better facilitate this sections, reports and discussions have been identified. The Board may make decisions at any time and does not require a formal report or recommended motion to do so. For the minutes, only outcomes of discussions are recorded.

F.1 Action Plan Updates

1. *ADM.21.08 Action Plan 2021 Update.* The report was reviewed.

F.2 Strat Plan Goal: Communications

1. *Action Item C2.6: Hold Town Hall Style Mtgs in locations around Town or Virtually.* A Virtual Town Hall will be scheduled when the Year in Review is complete and ready for release. When the audit is released, it will be published on the BMPL website, but may not be included in the release and overview at the Town Hall. The Strategic Planning process will be overviewed at this and the Fall Town Hall. The Fall Town Hall would have two-way communication by holding this meeting on zoom and offering registrations, with the intention of collecting feedback and input.
2. *Resolution BMPL 2021-013 Update: Verbal update on Viewers.* 98 viewers watched the Board meeting on Facebook Live and another 55 on YouTube as of the morning of the meeting.

F.3 Strategic Plan Goal: Organizational Capacity

1. *Action Item OC2.2: Prepare 2022 Budget.* The 2022 budget will be discussed at the Executive meeting between BMPL and TBM.
2. *Action Item OC1.7: May policy review and amendment.* The ADM.21.10 Policy Review and Notice-2021 report was reviewed. The policies will be included in the May Board meeting and with final notice of Board recommended changes provided to the Board Secretary by April 23rd. Notices were given for the following policy amendments:
 - POL-ADM.2018.45-Commitment-to-Health-&-Safety [*Staff Recommended edits*]
 - POL-ADM.2018.46-Fire-Safety-&-Emergency-Preparedness
 - POL-ADM.2018.47-Work-Alone
 - POL-ADM.2018.48-Respectful-Workplaces [*Staff Recommended edits*]
 - POL-ADM.2018.49-AODA-Requirements-and-Employment-of-Individuals-with-Disabilities

- POL-ADM.2019.01-Fit-for-Work
- POL-PUB.2018.56-Accessible-Customer-Service
- POL-ADM.2020.01-Pandemic-Response
- POL-SYS.2018.55-Values-Statement
- POL-SYS.2018.71-Mission-&-Mandates *[Staff Recommended edits]*
- POL-SYS.2018.100-Vision-Statement *[Staff Recommended edits]*

3. *Notice of Public Hearing: TBM Code of Conduct.* Notice was provided that the TBM's Code of Conduct Public Hearing is occurring on April 19th at 5pm. Both the CEO and Rob Potter stated there was no content that would require the Board to respond at the public hearing.

F.4 **Strategic Plan Goal: Vibrant Spaces**

No Discussion Points

F.5 **Strategic Plan Goal: Service Excellence**

1. *ADM.21.09* entitled "*CEO & Service Update-March 2021*". The report was reviewed with no major questions.
2. *Outreach in the time of COVID-19.* The A/Manager of Public Services and Community Outreach presented the future of outreach in libraries and non-profit sectors, as well as outreach as community building. Information included information based the Harwood Institute program she was completing on outreach and consultation.

BMPL-Resolution 2021-041

Moved by Gary Zalot and seconded by Joanne Vivona, THAT this Board receive the Strategic Plan discussions and presentation on Outreach as information. CARRIED.

G. Other Business

None

H. Roundtable

H.1 **Roundtable—General updates by the Board**

- 1) Community Updates and News. No updated were presented.
- 2) BMPL Events-a shortlist of special events occurring prior to the next meeting were provided.
 - [Celebrating the Colour Green](#) - Exhibit runs online until Mar. 29
 - [The Imagination Studio Presents Her Young, Inspired Oil Painters](#) – Opens Mar. 30
 - [Author Talk: Cathy Marie Buchanan](#) - Mar. 16 @ 7:00pm via Zoom
 - [Family Astronomy](#) – Mar. 18 @ 6:00pm via Zoom
 - [Connecting with Nature](#) – Mar. 27 @ 10:00am via Zoom
 - [Free Tax Clinic](#) – Book an appointment Mondays Mar. 15 – Apr. 12

BMPL-Resolution 2021-042

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

I. Key Messages

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

BMPL-Resolution 2021-043

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve the release of the Key Messages Update-March 2021. CARRIED.

J. Closed Meeting

None

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting is May 20, 2021 at 2:00pm. A Closed Board Meeting is scheduled for April 15, 2021. All meetings and relevant agenda materials will be posted on the [Events Calendar](#).

L. Adjourned

BMPL-Resolution 2021-044

Moved by Maurice Pepper, THAT this Board does now adjourn at 3:21p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary