
The Blue Mountains Public Library Board Meeting

Meeting Date: April 18, 2024
Meeting Time: 1:00 p.m.
Location: Library Boardroom
~~Broadcast Live on Facebook~~
Posted to [YouTube](#)

Prepared By: Jennifer Murley, CEO/Secretary of the Board

In Attendance: Laurey Gillies (Chair) Julia Scott (Vice Chair)
Joanne de Visser Shawn McKinlay
Marie Swift Carol Sackville-Duyvelshoff
~~Kristina Wichman~~

Absent: N/A
Regrets: Kristina Wichman
Guests Phil Pesek, Manager of Facilities and Fleet (Town of The Blue Mountains)
Staff: Jennifer Murley, CEO
Mary Dodge, Manager of Community Engagement
Franz Greenfield, Administrative Assistant

A. Call to Order

The Board meeting, via Zoom, was called to order by the Chair at 1:07p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2024-023

Moved by Carol Sackville-Duyvelshoff and seconded by Joanne de Visser, THAT the Agenda of April 18, 2024, be approved as circulated. 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 2024-024

Moved by Julia Scott and seconded by Shawn McKinlay, THAT this Board receive as information:

1. *ADM.24.10* entitled "Draft Action Plan 2024"
2. *ADM.24.11* entitled "Accessibility Feasibility Report"
3. *ADM.24.12* entitled "CEO Service Update-April"
4. *FIN.24.01* entitled "Q4 Balance Variance Report"
5. *FIN24.02* entitled "Q1 Balance Variance Report"
6. *GOV.24.03* entitled "2023 Year in Review"

D. Minutes

D.1 Previous Minutes

Several edits were made to the minutes of March 21, 2024.

BMPL-Resolution 2024-025

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT this Board approve the Board minutes of January 18, 2024, February 5, 2024 (E-Poll), February 15, 2024, as circulated. CARRIED.

BMPL-Resolution 2024-026

Moved by Marie Swift and seconded by Carol Sackville-Duyvelshoff, THAT this Board approve the Board minutes of March 21, 2024, as amended. CARRIED.

D.2 Business Arising from the Minutes

None.

E. Communications with the Board

The deadline for registration was Monday, April 15 at 2:00p.m. No members of the public were present in the Zoom meeting. Due to technical difficulties, the meeting was not broadcasted on the library's Facebook page.

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

F.1 Action Planning

1. **Presentation:** Mary Dodge, Manager of Community Engagement, 2024 Outreach Strategy

Mary Dodge presented the Outreach department's 2024 Strategy. The floor was then opened for questions from the Board. It was noted that the 2024 Action Plan CH2.3 has a generic objective and action for the Outreach strategy whereas the

Outreach plan is more specific. Those specific objectives and actions should be embedded into the 2024 Action Plan.

2. **Report:** ADM.24.10 entitled “Draft Action Plan 2024”

This report was reviewed. Previously the Action Plan had been separated into action plans for the Board and CEO, but these have since been synthesized back into one document due to the amount of overlap. Several of the Outreach Department’s goals should be incorporated. Overall, it was emphasized that goals must be specific and achievable and that a baseline comparator for each goal must be present so that success can be measured. The Board still needed time to work through the document, so further review and final approval was pushed off for a future meeting.

F.2 Strategic Plan Pillar: Community Hubs

1. **Report:** ADM.24.11 entitled “Accessibility Feasibility Report”.

This report was reviewed. Phil Pesek, Town of the Blue Mountains Manager of Facilities and Fleet joined the meeting via Zoom to answer questions from the Board.

The Town has requested that the Board contribute \$4,900.00 from the Library Reserve Fund to the Accessibility Feasibility Report (for the L.E. Shore Memorial Library), pushing this project forward. This is half of the amount required, with the Town covering the remaining expenses. The review will be conducted with the participation of a third party, Phil Pesek and library staff will identify and address accessibility issues of the entire building. The report will be extensive and provide information that can be utilized for (minimally) the next 5-7 years. The library CEO has final approval over the completed report.

BMPL-Resolution 2024-027

Moved by Carol Sackville-Duyvelshoff and seconded by Juila Scott, THAT this Board approve a \$4,900 transfer from the Library Reserve to fund the Accessibility Feasibility Report for the L.E. Shore Memorial Library. CARRIED.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Report:** GOV.24.04 entitled “2023 Year in Review”

This report was reviewed, and several minor edits were requested. The CEO will determine a date to present the report to Council. For the 2024 Year in Review, it was noted that the Board should discuss, in advance, the format that the report should take (whether video or paper), although, while the video report format is appealing, the viewership numbers do not support the amount of work required to produce them.

BMPL-Resolution 2024-028

Moved by Shawn McKinlay and seconded by Juila Scott, THAT this Board receive the 2023 Year in Review and approve for release. CARRIED.

2. **Report:** FIN.24.01 entitled “Q4 Balance Variance Report”

The unaudited numbers of the fourth quarter of 2023 were reviewed. There were no financial concerns noted. The Board had questions for the CEO and requested that presentation-related edits be made for future reports to clear up some confusion.

3. **Report:** *FIN.24.02 entitled “Q1 Balance Variance Report”*

The unaudited numbers of the first quarter of 2024 were reviewed. There were no financial concerns noted.

BMPL-Resolution 2024-029

Moved by Joanne de Visser and seconded by Shawn McKinlay, THAT this Board receive the 2023 Q4 Balance Variance Report AND the 2024 Q1 Balance Variance Reports as presented. CARRIED.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** *ADM.24.12 entitled “CEO Service Update-April”*

This report was reviewed.

G. Other Business

G.1 Notice of Bylaw Amendments

Notice was provided regarding the need to delete the option of conducting email polls in the By-Laws. We have been informed that public libraries may not make resolutions via e-poll, as it is impossible to verify who is voting.

H. Roundtable

H.1 Roundtable—General updates by the Board

- 1) Community Updates and News:
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - [Through The Wild Lens Photo Contest](#) | April 22 – May 31 | Email submissions to LibraryPrograms@TheBlueMountains.ca
 - [REEL History Film Festival](#) | April 17-May 18 | Starting Wednesday, April 17, then every Tuesday until May 7. Shows start @ 7pm.
 - [Poetry with Mary Barnes](#) | April 27 @ 11 am | L.E. Shore
 - [Exhibit Opening: That Which Inspires Us](#) | May 4 from 2-4 pm | L.E. Shore
 - [Dyslexia Awareness](#) | May 9 @ 6 pm | L.E. Shore

I. Key Messages

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

BMPL-Resolution 2024-030

Moved by Carol Sackville-Duyvelshoff and seconded by Shawn McKinlay, THAT this Board approve the release of the Key Messages Update-April 2024. CARRIED.

J. Notice of Meeting Dates

The next regular Board Meeting is scheduled for May 16, 2024, at the L.E. Shore Boardroom beginning at 1:00 p.m. The Board will conduct their annual policy review at this meeting.

All meetings and relevant agenda materials will be posted on the Meeting and Agenda page of Governance.

K. Closed Session

K.1. Move Into Closed Session

BMPL-Resolution 2024-031

Moved by Marie Swift and Joanne de Visser, THAT with regard to section 16.1 (4) of the Public Libraries Act THAT this Board move into closed session to address matters pertaining to personal matters about identifiable individuals. CARRIED.

K.2 Return to Open Session

BMPL-Resolution 2024-032

Moved by Marie Swift and seconded Carol Sackville-Duyvelshoff, THAT this Board return to the public session at 4:37pm; and THAT this Board approve all recommendations made in closed session. CARRIED.

L. Adjourned

The Chair adjourned the meeting at 4:39pm.

Laurey Gillies, Chair

Jennifer Murley, Board Secretary