
The Blue Mountains Public Library Board Meeting

Meeting Date: September 19, 2024

Meeting Time: 1:00 p.m.

Location: Library Boardroom

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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
Kristina Wichman Carol Sackville-Duyvelshoff

Absent: N/A

Regrets: N/A

Staff: Jennifer Murley, CEO
Franz Greenfield, Administrative Assistant

Guests: Michael Switzer – Deputy Treasurer, Town of The Blue Mountains
Monica Quinlan – Treasurer, Town of The Blue Mountains
Sarah Clayton, Senior Manager, Audit Services, KPMG

A. Call to Order

The Board meeting was called to order by the Chair at 1:02 p.m.

B. Agenda

B.1 Approval of the Agenda

The Chair requested that the presentation from KPMG be moved to the top of the agenda and that 2025 draft budget be deferred.

BMPL-Resolution 2024-060

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT the Agenda of September 19, 2024, be approved as amended, including any items added to the Agenda. 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 2024-061

Moved by Shawn McKinlay and seconded by Kristina Wichman, THAT this Board receive as information:

- 1) *ADM.24.27 entitled "Action Plan Update-September"*
- 2) *Updated BMPL Future Story Project Charter*
- 3) *ADM.24.28 entitled "Board Evaluation"*
- 4) *ADM.24.29 entitled "CEO Service Update-September". CARRIED.*

D. Minutes

D.1 Previous Minutes

After some discussion about what should be included in meeting minutes, the Board requested that minutes be sent out upon completion. This will assist Board activities occurring between meetings. Minor edits were made to the July and August meeting minutes.

BMPL-Resolution 2024-062

Moved by Joanne de Visser and seconded by Carol Sackville-Duyvelshoff, THAT this Board approve the Board minutes of July 25, 2024, and the special meeting minutes of August 15, 2024, as amended. CARRIED.

D.2 Business Arising from the Minutes

None.

E. Communications with the Board

The deadline for registration was Monday, September 16 at 2:00p.m.

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. **Report:** ADM.24.27 entitled *"Action Plan Update-September"*
This report was reviewed by the Board.

F.2 Strategic Plan Pillar: Community Hubs

1. **Discussion:** SROI, Updated Project Charter, & Next Steps [CH2.1]
The October 21 presentation to Town Council was reviewed by the Board, who requested several edits. The Board requested that CEO Murley make the deputation. The presentation is due one week prior to the Council meeting.

There was concern that there would not be adequate time to cover all the information contained in the presentation. Member McKinlay offered to ask for additional time for the deputation, especially since this research was requested by Council.

The Updated Project Charter was also reviewed and edited. Two presentations will take place – the SROI presentation on October 21, as mentioned previously, and a presentation in December 2024 that will build on the first, exploring 2024 library growth and spacing needs. If possible, this second presentation will incorporate the findings from MURFA. Pending Council reception to the second presentation, the Board can then return in 2025 with expansion options.

Following the October 21 presentation, the Board plans to meet with Council one-on-one.

BMPL-Resolution 2024-063

Moved by Marie Swift and seconded by Kristina Wichman, THAT this Board approve the SROI & Expansion Project Charter as amended. CARRIED.

2. **Verbal Report:** CEO Update on the Multi-Use Recreation Feasibility Assessment [CH2.1]

The MURFA is on track, with community consultation occurring in the Blue Mountains and Collingwood. The digital survey has amassed 2,750 responses (and counting). In October 2024, a joint meeting between the two towns will be held to provide an update on the study. The CEO noted that both the Blue Mountains and Collingwood libraries have had a strong presence on the study's committee.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Discussion:** Key Influencers [OE4.3]

The previous Board established the library's supporter landscape – what its local relationships were and what level of support could be expected from them. The aim was to foster support for the library and its initiatives.

The Board planned a November brainstorming session (either November 7 or 14) to update the work already completed, identify current library needs and solutions and determine ways to encourage support from existing relationships.

2. **Discussion:** CEO Evaluation Process [OE1.1]

The process of the CEO's annual evaluation was discussed. A committee was established to oversee the evaluation and bring its results to the Board's November meeting.

BMPL-Resolution 2024-064

Moved by Shawn McKinlay and seconded by Marie Swift, THAT this Board approve the CEO evaluation process; and THAT this Board appoint Laurey Gillies, Kristina Wichman, and Carol Sackville-Duyvelshoff to the CEO Evaluation Committee. CARRIED.

3. **Discussion:** Board Evaluation Process [OE1.1]

The CMHA questionnaire template will be transposed to a digital survey and be completed by the Board individually. The results will be reviewed at the November meeting. At that point, the Board will also discuss any changes they would like to make to the questions for next year's evaluation.

BMPL-Resolution 2024-065

Moved by Julia Scott and seconded by Joanne de Visser, THAT this Board pilot the CMHA questionnaire for the 2024 Board Evaluation. CARRIED.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.24.28 entitled "CEO Service Update-September"

This report was reviewed by the Board.

G. Other Business

G.1 Presentation: Draft 2023 Audit Statements

A KPMG representative presented the findings of the library's audit for the year ending December 31, 2023. The audit was clean with no significant issues or concerns noted.

To officially approve the audit, a signature on the audit's management representation letter was required. The Board requested that it be a dual signature with CEO Murley and the Town's Deputy Treasurer, Michael Switzer. KPMG will make this amendment and resend the letter.

The Board had general questions about the audit, which will be collected after the meeting and forwarded to Town Treasurer, Monica Quinlan.

BMPL-Resolution 2024-066

Moved by Shawn McKinlay and seconded by Marie Swift, THAT this Board approve the draft 2023 Audit Financials of the Blue Mountains Public Library. CARRIED.

BMPL-Resolution 2024-067

Moved by Julia Scott and seconded by Shawn McKinlay, THAT this Board approve the Town of The Blue Mountains 2024 audited firm as the Blue Mountains Public Library Auditing Firm. CARRIED.

G.2 Verbal Report: 2025 Draft Budget

Some additional work is required on the budget, which will be presented at the October Board meeting. CEO Murley noted that there were no financial concerns (including around staff salaries) for the next three years based on the Board's reserve funds. At the three-year mark, the MOU will be up for renewal, at which point the Board should discuss if the 6% tax levy is sufficient to sustain library operations.

The CEO also noted that the Arts Walk would not be moving forward in its current form, so this is no longer a financial concern.

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.
 - [Drop-In History Sharing Session: TBM Cultural Map](#) | September 24 from 10am- 12pm | L.E. Shore
 - [ACC Presents: The Kayapo Story with Barbara Zimmerman](#) | September 26 from 7-8 pm | L.E. Shore
 - [Glass on Glass Mosaic Art Workshop with Patti DiFlorio](#) | September 28 from 7:30-10:30 pm | L.E. Shore
 - [Tie A Ribbon](#) | September 30 – All Day | L.E. Shore & Craigleith Heritage Depot
 - [Wawahte Documentary Screening](#) | September 30 from 3-4 pm | L.E. Shore

I. Key Messages

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

BMPL-Resolution 2024-068

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT this Board approve the release of the Key Messages Update-September 2024. CARRIED.

J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on October 17, 2024, at 1:00pm in the L.E. Shore Boardroom.

All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) page of Governance.

K. Closed Session

None held.

L. Adjourned

BMPL-Resolution 2024-069

Moved by the Chair, THAT this Board does now adjourn at 4:04p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Jennifer Murley, Board Secretary