
The Blue Mountains Public Library Board Meeting

Meeting Date: April 21, 2022
Meeting Time: 2:00 p.m.
Location: Hybrid Meeting in the Boardroom and Via Web/Phone Conference due to Pandemic
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

Mission: The Blue Mountains Public Library is the dynamic centre of community engagement where everyone is free to create, explore, learn, research and connect in an inclusive environment.



When available, this Board meeting will be rebroadcast on the BMPL Facebook page and YouTube Channel. Technical difficulties with social media platforms are not sufficient reason to cancel/postpone a meeting as meeting credentials are available to members of the community upon request. Credentials are available for login to the meeting for those who request, via LibraryCEO@TheBlueMountains.ca no less than 4:00pm the day prior to the meeting.

A. Call to Order

- A.1 Moment of Reflection
- A.2 Indigenous Acknowledgement Statement

Agenda

A.3 Approval of the Agenda

Recommended Motion

Moved by ___ and seconded by ___, THAT the Agenda of April 21, 2022, be approved as circulated, including any items added to the Agenda.

A.4 Declaration of Pecuniary Interest and General Nature Thereof

NOTE: Known pecuniary interests should be provided to the Board Secretary in writing and be noted as part of this agenda item. Should items arise during the meeting, the member shall make notice.

B. Reports to be “Received as Information”

NOTE: Before there is any discussion on the items listed below, they must be received by this Board. Additional recommendations outlined in any of these items, as well as any subsequent motions, will be addressed at the time of discussion.

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive as information:

- 1) ADM.22.10 entitled “Action Plan Update-April”
- 2) ADM.22.11 entitled “CEO Service Update—April”
- 3) ADM.22.12 entitled “Risk Assessment 2022”
- 4) GOV.22.08 entitled “Strategic Planning Working Group Update-April”

C. Minutes

C.1 Previous Minutes

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve as circulated the Board minutes of March 17, 2022.

C.2 Business Arising from the Minutes

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive the discussions as information on the Business Arising from the Minutes.

D. Communications with the Board

Deadline for registration is Monday, April 18 at 2:00p.m.

D.1 Deputations

None Scheduled

NOTE: Under the authority of the Municipal Act, 2001 and in accordance with Ontario’s Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and Board policy, the Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This

information may be posted on the Library website, included in Board packages, and/or made available to the public upon request.

D.2 Public Input on the Agenda

NOTE: As a result of COVID-19 closures and physical distancing; AND the Ministry of Heritage Sport Tourism & Culture Industries direction that Board Meetings can proceed virtually as “Open” providing that the community may continue to participate virtually; AND taking the lead of TBM Council, who are accepting emails or letters for participation in the Public Input on the Agenda; AND that said correspondence meets the BMPL’s [BLG.2018.6.8 Public Input on Agenda Items](#) criteria.

In addition to Correspondence, any members of the public who would like to attend the Board Meeting may do so by contacting LibraryCEO@TheBlueMountains.ca. Requests received prior to 4:00pm the *day prior* to the Board Meeting will be provided with internet and/or phone login information. Credentials are available one month prior to the meeting, so requests need not be made the day of. Login credentials are no longer being published due to the high rate of hacking occurring during the pandemic.

D.3 Correspondence

None

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive the Correspondence as information.

E. Strategic Plan Updates & Action Items

NOTE: 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.

E.1 Action Plan Updates

1. **Report:** ADM.22.10 entitled “Action Plan Update-April”

E.2 Strategic Plan Pillar: Community Hubs

1. **Report:** Verbal Update on the Craigleith Heritage Depot roof repair.

E.3 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.22.11 entitled “CEO Service Update—April”

E.4 Strategic Plan Pillar: Organizational Excellence

1. **Report:** Verbal Report entitled “Chair’s Report”
2. **Report:** ADM.22.12 entitled “Risk Assessment 2022”
3. **Report:** GOV.22.08 entitled “Strategic Planning Working Group Update-April”
[Link to Strategic Plan 2022-2026 DRAFT](#)

Recommended Motion

Moved by ___ and seconded by ___, That this Board approve the BMPL 2022-2026 Strategic Plan for release.

4. **Report: Discussion** on *Year in Review 2021 annual report*

Recommended Motion

Moved by ___ and seconded by ___, That this Board approve the Year in Review 2021 annual report for completion and release.

5. **Report: Verbal Report** entitled “*Spring Board Assembly Meeting Update*”

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive the Strategic Plan discussions as information.

F. Other Business

F.1 CRA application update

Recommended Motion

Moved by ___ and seconded by ___, That this Board appoint Rob Robinson, legal counsel for the BMPL application for charitable status, a BMPL Representative with CRA; and THAT the Chair and CEO should provide the required documentation to the CRA.

F.2 Submission of the Annual Survey

Recommended Motion

Moved by ___ and seconded by ___, That this Board approve the CEO and Chair to sign the Annual Survey of Public Libraries submission to the MHSTCI.

F.3 Notice of Policy Revision

As identified in POL-BLG.2018.99-Agenda-&Multi-Year-Agendas, the following policies will be on the agenda for reviewed/revision at the May 19th Board Meeting

- POL-ADM.2018.45-Committment-to-Health-&-Safety
- POL-ADM.2018.46-Fire-Safety-&-Emergency-Preparedness
- POL-ADM.2018.47-Work-Alone
- POL-ADM.2018.48-Respectful-Workplaces
- POL-ADM.2019.01-Fit-for-Work
- POL-ADM.2020.02-Working from Home During COVID-19
- POL-ADM.2022.01-COVID-19-Vaccination-Supports
- POL-ADM.2018.49-AODA-Requirements-and-Employment-of-Individuals-with-Disabilities
- POL-PUB.2018.56-Accessible-Customer-Service

G. Roundtable

G.1 Roundtable—General updates by the Board

NOTE: The Roundtable is an opportunity for members to share information on events, activities, or general information which members may wish to attend and/or review. This is not intended for new business or discussion pertaining to Action Items.

1) Community Updates and News

- BMPL's Juried Show application portal closes April 30th
- The Municipal Arts Program application portal opens May 3rd
- The plaque dedication at the Bob Gamble Park is occurring Saturday, April 16th at 10am
-

2) BMPL Special Events

- [Easter Egg Scavenger Hunt](#) | April 16 @ 10am | L.E. Shore
- [Seed Jars: Earth Day Take and Make Program](#) | April 22 | L.E. Shore
- [Film Screening: Call of the Forest](#) | April 28 @ 7pm | L.E. Shore
- [Beekeeping 101](#) | April 30 @ 11am | L.E. Shore
- [Exhibit Launch: Tiny Arts Collective](#) | Launches May 7 | L.E. Shore

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive as information the Roundtable discussions.

H. Key Messages

H.1 Key Messages Update

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve the release of the Key Messages Update-April 2022.

I. Notice of Meeting Dates

- The next regularly scheduled Board Meeting is June May 16, 2022 at 2:00pm.
- The next Special Board Meeting will follow the Board Training & Planning Day on May 19, 2022 at approximately 3:30pm. This meeting will be broadcast on Facebook Live.
- BMPL has 2 deputations scheduled on [May 10th with CoW](#).

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

J. Closed Session

None

K. Adjournment

Recommended Motion

Moved by ___, THAT this Board does now adjourn at ____ p.m. to meet again at the call of the Chair.

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.10 Action Plan Update-April
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.10 entitled "*Action Plan Update-April*".

B. Background

Annually the Board approves an Action Plan for the year. This document directs the Board, CEO and operations for the year. In February 2022 the Board approved an Action Plan based on the previous Strategic Plan, for January-June (Q1 and Q2). The Board will be approving the complete 2022 Action Plan at the May Board Meeting. This document includes the approved 39 Action Items as well as other needs based on the new Strategic Plan. All have been renumbered for this draft, with the original 39 including the original number. This will be removed once the 2022 Action Plan has been approved.

C. Status Assessment

Of the 90 items listed on this draft Action Plan, 9 of the 90 objectives have been complete (10%) with another 8 scheduled to be discussed as part of this month's agenda.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

Action Plan for 2022

The Blue Mountains Public Library Board, CEO, and Management Team

Goals	Outcomes	Lead Party	Expected Timing	Status
Community Hubs	<i>Provide spaces to connect, explore and create</i>			
CH1 Foster social cohesion in a time of growth and challenges.				
	CH1.1 Develop relationships with Seasonal Agricultural Employees and Agricultural Community	CEO	June	
	CH1.2 Reflect and celebrate Indigenous cultures, histories, and collections	CEO	December	
	CH1.3 Reduce social isolation for older adults through community hub access	CEO	December	
	CH1.4 Hold listening sessions with community partners around Diversity Equity & Inclusion (DEI)	CEO	December	
	CH1.5 Identify and address at least 3 systemic challenges that limit community access to BMPL	CEO	December	

Goals	Outcomes	Lead Party	Expected Timing	Status
CH2 Develop multi-use spaces and provide outreach services.				
	CH2.1 Partner with TBM to expand outreach services into TBM facilities across the municipality	Board & CEO	December	
	CH2.2 Develop an outreach strategy for 2022 including monthly rural programs	CEO	May	
	CH2.3 Provide 15 outreach services & pop-up library events throughout the TBM community	CEO	December	
	CH2.4 Expand programs in the Craighleith area	CEO	September	
	CH2.5 Develop homebound services for shut-ins and short/long-term disability community members	CEO	October	
	CH2.6 Enhance LES outdoor spaces for community enjoyment, programming, and education	CEO	September	
	CH2.7 Resume in-person programs at BMPL facilities	CEO	May 2022	
CH3 Provide technologically-connected spaces.				
	CH3.1 Research options for Boardroom and Gallery VS1.1 hybrid meetings and apply for external funding	CEO	April	
	CH3.2 Repair The Gallery screen and projector system	CEO	July	
	CH3.3 Improve OPAC access at LES	CEO	July	

Goals		Outcomes	Lead Party	Expected Timing	Status
Empowering Services		Create a service model that reaches those who live, work, and play in The Town of the Blue Mountains.			
ES1	Provide diverse GLAM services, collections and programs.				
	ES1.1 SE2.1	Develop quarterly plans for balanced services of virtual programs and face-to-face services throughout the ongoing pandemic	CEO	Quarterly	
	ES1.2 SE3.1	Recruit and implement the 2022 Juried [art] Show to be held in The Gallery at L.E. Shore	CEO	June	
	ES1.3 SE3.2	Complete the 11 th REEL History Film <i>Blue Mountain Pottery</i>	CEO	June	
	ES1.4 SE3.3	Plan and implement the Blue Mountain Pottery Expo	CEO	June	
	ES1.5 SE6.2	Evaluate gaps from new needs for OPLG Accreditation 2023	CEO	June	
	ES1.6	Promote educational resources and programming based around local Indigenous histories	CEO	September	
	ES1.7	Expand learning opportunities for older adults by 5%	CEO	December	
	ES1.8	Diversify programs to incorporate intergenerational offerings and learning opportunities throughout the program offerings	CEO	December	
	ES1.9	Expand alternate collections usage by 38% [500]	CEO	December	

Goals		Outcomes	Lead Party	Expected Timing	Status
ES2	Support 21st century literacy through resources, opportunities and coaching.				
	ES2.1	Provide 75 digital literacy workshops for a variety of ages	CEO	December	
	ES2.2	Offer Creator Space webinars and face-to-face opportunities.	CEO	Quarterly	
	ES2.3	Enhance understanding and appreciation of Indigenous ways of knowing, being and doing	CEO	June	
	ES2.4	Provide programming and resources on eco-consciousness and sustainability	CEO	June	
	ES2.5	Establish a pollinator garden at LES and accompanying environmental workshops	CEO	June	
ES3	Expand the Virtual Branch.				
	ES3.1 C1.3	Research and Design new BMPL website	CEO	November	
	ES3.2 SE5.1	Design and launch new Virtual Branch on BMPL's updated website	CEO	November	
	ES3.3	Increase Gallery virtual usage by 5%	CEO	December	
	ES3.4	Increase Library digital subscriptions usage by 15% [6,000]	CEO	December	
	ES3.5	Increase Museum & Archives virtual usage by 5% [3,360]	CEO	December	
	ES3.6	Promote Virtual Branch e-learning opportunities	CEO	Quarterly	
	ES3.7	Hold YouTube views stable, as the public returns to face-to-face interactions [38,000]	CEO	December	
	ES3.8	Create a Community Builders webpage	CEO	August	
	ES3.9	Develop a list of skillsets to be included in the Community Builders webpage in 2023	CEO	December	

Goals		Outcomes	Lead Party	Expected Timing	Status
Organizational Excellence		Grow BMPL as a key partner and community resource.			
OE1	Retain and recruit personnel as an employer of choice.				
	OE1.1 OC3.3	Implement a salary grid which provides internal pay equity with TBM	CEO	March	COMPLETE 3-17-2022
	OE1.2 OC3.4	Implement staffing model which will provide equity and full-time opportunities	CEO	March	COMPLETE 4-1-2022
	OE1.3 OC3.2	Approve Health & Safety Continuous Improvement Goals 2022	Board with JHSC	January	COMPLETE 1-20-2022
	OE1.4 OC1.8	Develop Board Recruitment Proposal	Board	May	
	OE1.5 OC1.1	Report on Board Legacy Planning training	Board	February	COMPLETE 2-17-2022
	OE1.6 OC1.7	Develop Legacy Statement for in-coming board	Board	May	
	OE1.7 OC1.2	Attend Board Assembly Meetings	Board	Spring	On Agenda
	OE1.8 OC1.3	Attend OLBA Bootcamp Feb 2022	Board	February	COMPLETE 2-5-2022
	OE1.9	Relaunch the Volunteer Program to include short-term volunteer opportunities	Board & CEO	September	
	OE1.10	Develop orientation plan for new Board and Council	Board	November	
	OE1.11	Update the CEO Job Description based on consultant feedback	Board	November	

Goals	Outcomes	Lead Party	Expected Timing	Status
OE2	Demonstrate stewardship through transparency and accountability.			
	OE2.1 C4.6 Complete the consultation process and final report for the 2022-2026 Strategic Plan	Board & CEO	March	COMPLETE 3-17-2022
	OE2.2 C4.8 Publish Strategic Plan 2022-2026	Board	May	<i>On Agenda</i>
	OE2.3 OC1.4 Complete annual policy review (Health & Safety, AODA)	Board	May	<i>On Agenda</i>
	OE2.4 OC1.5 Complete review of Mission, Vision, Values following Strategic Plan consultation	Board	March	<i>On Agenda</i>
	OE2.5 OC1.6 Review Committee Terms of Reference and update for new Strategic Plan pillars	Board	May	
	OE2.6 C4.1 Develop Q1 & Q2 Action Plan using 2018-2022 Strategic Plan	Board & CEO	February	COMPLETE 2-17-2022
	OE2.7 C4.2 Develop 2022 Action Plan using 2022-2026 Strategic Plan	Board & CEO	May	<i>On Agenda</i>
	OE2.8 Prepare draft 2023 Action Plan for new Board approval	Board & CEO	November	
	OE2.9 OC3.5 Complete Annual Risk Assessment	CEO	April	<i>On Agenda</i>
	OE2.11 OC3.1 Complete the Annual Respectful Compliance Report	CEO	January	COMPLETE 1-20-2022
	OE2.12 C4.3 Research ROI for Social Value Report	Board	June	
	OE2.13 C4.4 Approve Audited Financials	Board	June	
	OE2.14 C4.5 Approve Auditor of 2022 Financials	Board	June	
	OE2.15 C4.7 Publish Annual Report	Board	May	<i>On Agenda</i>
	OE2.16 Demonstrate our green commitment to environmental stewardship	Board & CEO	Quarterly	
	OE2.17 Complete Board evaluation	Board	November	

Goals	Outcomes	Lead Party	Expected Timing	Status
OE3 Increase BMPL financial opportunities.				
	OE3.1 Approve a 2022 Budget OC2.1	Board	March	<i>On Agenda</i>
	OE3.2 Complete the application with CRA for charitable status	Board & CEO	December	
	OE3.3 Develop a calendar of potential charitable opportunities for upcoming & potential projects	CEO	August	
	OE3.4 Identify up to 5 new opportunities which will further library partnerships and/or services	CEO	August	
	OE3.5 Increase revenue from grant initiatives by 7%	CEO	September	
OE4 Be a Key Partner within the municipality.				
	OE4.1 Hold quarterly meetings between the Town CAO and the Library CEO re MOU and shared goals C2.4	CEO	Quarterly	
	OE4.2 Provide Board Recruitment opportunities to Council through Committee of Whole C2.3	Board & CEO	June	
	OE4.3 Grow partnerships for the mutual benefit of BMPL and stakeholders	CEO	December	
	OE4.4 Expand opportunities for underserved communities through partnerships	CEO	December	
	OE4.5 Plan at least one large community Truth & Reconciliation event, led by Indigenous partners	CEO	December	
	OE4.6 Provide (through partnerships) topical older adult programs	CEO	December	
	OE4.7 Demonstrating practical ways to implement sustainable operations practices	CEO	December	
	OE4.8 Participate in the TBM Accessibility and DEI committees	CEO	December	
	OE4.9 Support the 2023 Creator Space application as a partner	CEO	May	

Goals	Outcomes	Lead Party	Expected Timing	Status
OE5	Provide inclusive and engaging communications with and to the community.			
	OE5.1 Provide 2022-2026 Strategic Plan update to Council through Committee of Whole C2.2	Board & CEO	April	
	OE5.2 Present the Strategic Plan 2022-2026 to the community C4.9	Board & CEO	May	
	OE5.3 Provide information on GLAM services, collections and programs at Pop-up locations	CEO	September	
	OE5.4 Increase social media number by 5% [3000] C1.1	CEO	June	Current: 2,952
	OE5.5 Increase social media number by an additional 5% [3150]	CEO	December	
	OE5.6 Increase blog registrations by 4% [2,500] C1.2	CEO	June	COMPLETE 3-09-2022 Current: 2,543
	OE5.7 Increase blog registrations by an additional 10% [2,750]	CEO	December	
	OE5.8 Launch updated BMPL logo C3.1	CEO	May	
	OE5.9 Identify key supporters and develop a communication plan with priority groups C2.1	Board	May	
	OE5.10 Develop Advocacy Plan C2.5	Board	September	

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.11 CEO & Service Update- April 2022
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.11 entitled "CEO & Service Update- April 2022".

B. Background

The BMPL is comprised of a Gallery, Library, Archive and Museum (GLAM). GLAMs across the province are now understood to be the culture hubs of communities, and more regularly have a single operational body, such as in the BMPL model. While this is not the comprehensive report of activities of our GLAM; this CEO & Services Update Report includes general highlights which are of importance to the Board from either a governance standpoint or as talking points on our organization. This will focus on both facilities of the Craighleith Heritage Depot (CHD) and the L.E. Shore branch (LES), successes or concerns by GLAM service and how each impacts the four [Strategic Goals](#) and [Annual Action Plan](#).

C. Overview of Usage – April 2022

	CURRENT MONTH	PREVIOUS MONTH	YTD 2021	YTD 2022
	March 2022	February 2022	March 2021	YTD Totals
Active Users ¹	4,468	4,500	4,975	4,468
Circulation	5,101	4,368	7,876	14,058
Digital Circulation	2,648	2,132	8,334	7,540
BiblioBoard On-line Exhibits ²	1764	1037	1162	2982
Research Requests	11	13	8	29
Gallery Attendance ³	96	242	375	941
Museum Visits	153	112	170	314
Tours, Classroom Visits	358	312	38	670
Children's Programs ⁴	310	165	1,947	727
Teen Programs ⁴	176	15	84	203
Adult Programs ⁴	290	247	1,397	731
Seniors Programs ⁴	128	114	399	397
Technical Programs ⁴	293	312	1,441	889
Website [Virtual Branch] ⁵	9,524	8,105	26,677	27,502
YouTube Channel Views	2259	2,109	5,261	8,541
Volunteer Hours	49	64	258	185

Notes:

1. This number is of card holders active in the past 3-year period.

2. [BiblioBoard](#) is the virtual platform for museum exhibits online.
3. Gallery Attendance was to the virtual exhibits.
4. All programs have been virtual or via curbside pickup. Attendees are those who retrieved materials by curbside or logged in to a Zoom, Facebook, YouTube, or Instagram program. One login counts as one circulation, while entire families or multiple family members may participate in these programs. School Visits & Presentations have also been virtual.
5. Unique pageviews for www.TheBlueMountainsLibrary.ca

D. The Gallery at L.E. Shore

During March, The Gallery hosted the exhibit *Colour Frees the Soul*, featuring the Saugeen Artists Guild. This exhibit ran from February 26 - March 31, 2022. Currently showing in The Gallery is *Moments* featuring the artwork of Christine Fry and photography of Karin Modotto. For more information or to view online visit our [Exhibits webpage](#).

The Arts and Culture Council (ACC) for The Gallery at L.E. Shore have two opportunities to exhibit in The Gallery during 2022. The Gallery will be hosting a Juried Show this summer. Submission categories are 2D, 3D, and Photography and will be judged in two categories, General and Youth (20 or under). The application portal is open and will close on April 30, 2022. The second opportunity is our Municipal Arts Program (MAP) in collaboration with The Town. This call will open May 1 and closes May 31, 2022. Selected art will be on exhibit at Town Hall for a period of 12 months beginning in August of each year. More details on both opportunities are available on our [Applying to Exhibits webpage](#).

The ACC is offering programming virtually via BMPL's YouTube Channel and Zoom. This month The ACC featured Stew Hilts with Botanic Gardens around Europe and Michael Arkless's travels through Budapest, Vienna, and Prague. Information about our [Upcoming Gallery Events](#) are on our webpage.

E. COVID-19 Restrictions on Facilities or Services.

As the community moves into the 6th wave of the pandemic, there are no limitations within the building; however, we ask all community members to continue to wear face mask in order to limit spread and protect our community and staff.

Additionally, the L.E. Shore will be joining the Craigeleith Heritage Depot in returning to regular hours. The CHD returned to regular hours in March with hours:

- Tuesday, Thursday, Friday 12:00-5:00pm
- Wednesday 4:00-7:00pm
- Saturday 10:00am-4:00pm
- Sunday 12:00-4:00pm

The LES will be returning to regular hours on April 15th. New hours are:

- Monday, Wednesday, Friday, Saturday 10:00am-5:00pm
- Tuesday, Thursday 10:00am-7:00pm.

While we look forward to returning the Sunday hours to L.E. Shore, at this time we are using those paid hours to keep staff developing virtual programming.

F. Library Services at both L.E. Shore and Craigleith Heritage Depot

One of our busiest weeks for kids programming, March Break, was a huge success. Participant families received a kit with a mix of education-based activities, STEM and artistic projects, and books to encourage early literacy and family reading together. This week-long hybrid-model program included a virtual planetarium presentation on Zoom from a partner organization (Astronomy in Action), daily take-home STEM & Craft activities, daily meet-ups with Library staff on Zoom, and an in-house scavenger hunt. The March Break events drew almost 200 participants.

BMPL partnered with Marsh Street Centre and introduced a new community program, The Pandemic Parenting Group. A much-needed social engagement event for caregivers and youth. The first session was held at the end of March and was attended by 15 families. This program will be ongoing and the plan is to introduce monthly sessions, alternating between Marsh Street Centre and L.E. Shore Library.

The Teen Advisory Group are meeting monthly to provide teens with greater opportunity for social connection, providing opportunities for independence, and leadership and growth. This group meets both in-person and virtually. They have launched two new programs: a Young Adult Book Club, as well as a Teen Lit Kit book bundle service.

New programs are in development:

- Certain popular L.E. Shore programs will be returning to in-person in Spring 2022, including: Family Story Time, Kids Clubhouse, Seniors Exercise, Author Talks, and more educational lectures and presentations from community partners. We are virtually welcoming local Authors in the coming months to discuss the inspiration behind their newest books.
- A new Tech Help program, offered in partnership with the Adult Education Centre in Collingwood, starts in April. Patrons looking for help with their computer, tablet, smart phone or other technology, may sign up for one-on-one tech help sessions with an instructor from the Adult Education Centre. If needed, the instructor will create a personalized tech program plan.

G. Archives and Museum at the Craigleith Heritage Depot

March was a busy time for new exhibits. The museum has produced a new long-term exhibit entitled The Parlour. The museum has collected the furnishings from the McKinlay log home which were passed on through many generations and are now reunited at the museum. This exhibit features items brought to Canada from Scotland in 1885 when they moved to the Sixth Line community. The exhibit is complimented with images of the interior parlour showing Elizabeth and Thomas in repose as well as outside on their Silver Springs Farm. The family history has been compiled for the exhibit by volunteer Elizabeth McKinlay and is available in the library. This exhibit is located where the parlour would have been in the Craigleith Railway station as it was also the home of the station master. In addition, we have a short term exhibit running to June reflecting on Bessie McKinlay and her sewing machine, as part of International Sewing machine day.

A new exhibit on Blue Mountain Pottery has been installed by our student intern Kaylyn Shaughnessy. This is in preparation for the Blue Mountain Pottery Expo which will be held in July. Located in the new cases installed last year this exhibit can shine a spotlight on the museum collection of pottery.

The museum Writer's Group, Book Club and Bird Club continue to meet and be active on a monthly basis and we are working with Marsh Street Centre to provide a talk the last Monday of the month as part of their Senior Lunch and Learn series. Alessia Farris has created an online Facebook event for April

entitled Archives A to Z in partnership with Archives Awareness week and the Archives Association of Ontario. Andrea Wilson has been asked to chair the Ontario Museum Association Digital Advisory Committee to help OMA provide resources for small museums.

H. Community Outreach

Pop-up Libraries are being planned in and around The Town of The Blue Mountains (TBM) to bring rural and equitable GLAM (Gallery, Library, Archives and Museum) services where our community lives, works, and plays. A deputation to the Committee of the Whole on May 10th will ask the Town for use of TBM facilities during their non-rental times, specifically requesting use of Ravenna Hall and Craigleith Community Centre for regular outreach activities. This will greatly enhance rural services and access and provide equitable access to the Craigleith community.

Additionally, the Mailbox Parties that happened through Phase I of the 2022-2026 Strategic Plan Study will become an annual outreach activity, as it was a great opportunity to bring GLAM services to our rural communities throughout TBM. All scheduled outreach activities will be advertised and in BMPL's Event Calendar.

Outreach Department also connected with our Agricultural Community, especially those who have seasonal employees. Information packages were offered and distributed to well over 50 Agricultural Community members throughout TBM. Library cards and memberships were offered to the community members and all seasonal employees as anyone who lives, works, and plays in TBM can get a free BMPL library card. They were also connected to BMPL GLAM services and programs, library card applications, and information on Library of Things.

I. Staffing

Having come to the end of the federal fiscal year, BMPL has lost a number of interns. In 2021-2022 BMPL was able to expand our labour with \$97,559.24 grant funded interns.

The Craigleith Heritage Depot bids farewell to interns Kaylyn Shaughnessy and Zack McLean. We wish them well on their cultural career paths. Franz Greenfield was retained to as an Administrative Assistant and will be working with the CEO to continue to advance the mandates of BMPL.

J. Communication

Communication is now a goal under the Organizational Excellence Pillar in the 2022-2026 Strategic Plan. Our primary method of communication is through the various e-newsletters and blogs of BMPL. Our main e-newsletter or any of the 4 topical monthly blogs are available by [subscription](#) whether a patron or not.

- [E-Newsletter](#): 1479
- [In the Gallery](#): 396
- [Staff Picks](#): 304
- [Kids Zone](#): 176
- [Key Messages](#): 123

Board Meetings

Board meetings are broadcast on Facebook (live) and rebroadcast on YouTube. In 2021 there were 904 views of the Board meetings virtually, as compared to the 7 visitors in attendance during the 2019 year. As a result the Board has requested the staff to work towards providing hybrid meetings so we may be onsite while still broadcasting live on Facebook and rebroadcasting on YouTube.

	Facebook	YouTube
March 2022	76 views	18 views
February 2022	51 views	15 views

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.12 Risk Assessment 2022
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.12 entitled "*Risk Assessment 2022*".

B. Background

Annually, a report on Risk Assessment is presented to the Board. This assessment of risk is based on the political environment, the implication of the workplan of the Board and staff, operational concerns, and any external factors which the Board should be prepared to address.

C. Evaluation of Overall Risk

BMPL is currently within a low-risk class.

- ✓ All required policies and procedures are in place.
- ✓ The Board and CEO work within the policies and procedures.
- ✓ All legislated requirements are maintained.
- ✓ All required reporting is up to date.
- ✓ All required record keeping is up to date, including those by ESA and our auditors.
- ✓ A successful audit has been received for all years of this Board cycle, and the 2021 draft Financial Statements will reflect the same.
- ✓ There are no active claims against BMPL including litigious or employment.
- ✓ A budget is in place and contingencies are available, should a financial crisis occur.

D. Governance

As a governance body, the Board is in a very good position. Over the past term all policies have been reviewed, and where warranted, rewritten. Staff satisfaction is at a high. Programs and services continue to be successful, even during the pandemic. The Board continues to meet virtually and most recently in hybrid meetings. According to the MHSTCI, there is no expectation of Boards to return to face-to-face meetings as this is not required by the PLA, and the Municipal Act does not apply to meetings of the Public Library Board. As an employer of the CEO, evaluations are completed annually.

E. Financial

The organization has a finance policy, and is audited annually. All purchases are conducted according to the BMPL Purchasing policy and there are no outliers.

Risk has changed since the TBM-BMPL multi-year funding agreement was completed. While risk mitigation occurred in that the Board can now plan forward, developing reserves for future years, and planning within the four-year cycle; risk has also increased in that the funding envelope is now tied to the previous TBM Tax Levy. While this is a minor risk, it should be noted that the CPI (inflation index) was 4.5% in September 2021. TBM opted not to follow this CPI rate for wage increases, but this could occur in the future and provide a deficit in the planned budget as the TBM and BMPL salary grids are tied together for internal pay equity.

The CEO is working closely with our lawyer moving forward with the CRA charitable application, the Ontario Library Service (OLS) and the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) as BMPL is one of many public libraries who are designated as a Non-for-Profit (NFP) via the Public Library Act (PLA), but who does not have an incorporation number registered with the Service Ontario NFP Registry. While this does not pose significant risk, we hope to mitigate this in the process of CRA status, but it may include the requirement to establish ourselves as a provincial NFP in the process. Therefore, for incorporation purposes we would have an establishment date (externally) of 2022. This could have further impact on the perception of viability of the organization. Again, these are minor risks and can be mitigated with Ministry support, which has never been of concern.

F. Personnel

While the BMPL staffing model has taken a great step forward by bringing about internal and external pay equity, there are still a number of positions which can not be made full-time due to financial constraints of the BMPL budget. As such, there continues to be a risk of attrition.

G. Health & Safety

Health and Safety matters, as well as AODA risks are addressed in the Workplace Violence Compliance Report. Additionally, the Continuous Improvement Report includes areas for improvement which will offset additional risk and liability of BMPL. Both were presented at the [January 20, 2022 Board meeting](#).

H. Pandemic Concerns

The ongoing pandemic and a potential of staff outbreak is a risk the Board should be aware of. As a requirement to provide a healthy and safe workplace, we have provided all required and all possible PPE to staff. Our policies and procedures are reviewed quarterly by the JHSC and management.

In addition to the staffing safety, a breakout have negative ramifications against BMPL's perception of being a safe service. While many services remain virtual, BMPL is beginning to roll out in-person programming. We still request participants to wear a mask, however we may not require this as a public service. Additionally, we continue to limit numbers to our programs in order to provide more distancing between participants.

Finally, any loss of staff due to illness or outbreak would have an immediate service impact. Over the 25 months of the pandemic, BMPL has not been forced to close due to illness.

I. Facilities

In 2018 TBM completed Facility Condition Reports for each of the Town owned facilities. This includes both the L.E. Shore Library and the Craigleith Heritage Depot. Additionally, the CEO developed a compendium report which addressed all the gaps in service and facilities which were not included in the condition reports. These reports were received by Council in 2019 and brought to the attention of the Board in 2018 and reports focusing on other areas for each building not included in the TBM reports were brought to the board on April 18, 2019. Areas remaining on these lists are:

- L.E. Shore
 - Bathroom plumbing is deteriorated and in need of repair-*no planned repair replacement as this would require a comprehensive rebuild for AODA.*
 - Windows are rotten and in need of replacement-*this is discussed for 2023 budget, but is not currently approved. Originally slated to occur in 2019 and 2020 budgets.*
 - Proper ventilation by ceiling fans are not present and could cause the reoccurrence of mould-*not in the TBM is slated to occur Summer 2022.*
 - Story Tower has no proper vapor barrier and is continually leaking into the building-*plans to lower the Story Tower have been put forward for budgeting by TBM. Board approved the lowering and reconfiguration of the Story Tower to meet the current centre roofline in 2021.*
- Craigleith Heritage Depot
 - Roof in need of repair-*this is slated to occur Summer 2022.*
 - Exterior enclosure of siding, windows and doors in need of repair-*this is slated to occur Summer 2022.*
 - HVAC is not appropriate for the usage of the building and does not have the ability to properly maintain personnel and collections-*this is slated to occur Summer 2022.*
 - Radon present in the bedrock-*remediation has occurred. Proper monitoring of the systems and levels are required regularly.*

As a matter of risk, the maintenance of the buildings are within the responsibility of TBM Facilities; however, risk to BMPL would include down time as a result of closure. Most of these matters are not posing a significant risk to operations, and will continue to be advocated for by the CEO.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: GOV.22.08 Strategic Planning Working Group Update-April
Prepared by: Dr. Sabrina Saunders, CEO

Working Group: Laurey Gillies, Chair
Sabrina Saunders, CEO
Mary Dodge, Manager of Community Engagement
Meeting Date(s): April 4, 10:00am [L.E. Shore Boardroom]

A. Recommendation

THAT this Board receive GOV.22.08 entitled “Strategic Planning Working Group Update-April”.

THAT this Board approve the BMPL 2022-2026 Strategic Plan (pdf) and the Executive Report (print) for release.

B. Background

At the May 20, 2021 Board Meeting, the Board approved the Strategic Planning Process, including timeline and method, as well as a Working Group to lead this fourteen-month study.

C. Current Phase

This will be the last Working Group report. Currently, this project is in Phase IV report with the Strategic Plan scheduled to be presented to Council on May 10th and shortly thereafter distributed to the community.

- **Phase I: Began April 2021 - COMPLETE**
 - Planning, Community Awareness, and Listening Stage [promote, stages, be in community and listen, interact, informal consultation]
- **Phase II: September-December 2021 - COMPLETE**
 - Formal Consultation [meetings, focus groups, zoom, surveys, post-it events, etc]
- **Phase III: January-March 2022 - COMPLETE**
 - Analysis and Feedback Stage [evaluate and analyze information, participate in feedback loop with participants, and community]
 - Mission, Vision, Values review
- **Phase IV: April 2022**
 - Writing of the Strategic Plan draft and present to Board at the April 21st Board Meeting
- **Phase V: April-June 2022**
 - Present Strategic Plan to Council as Information at the May 10th CoW
 - Mail or otherwise publicly release the Strategic Plan to public

D. Updates Since the Last Report

Community Consultation Progress Report Webpage: If you haven't been page, there are now 74 updates of activities completed on the Strategic Plan Study to date found in our [Progress Report](#), including reports from Phases I-IV. Additionally, raw data and reports have been published to the [Community Consultation](#) page.

Thank You to Community Partners: Thank you to all our community partners who helped the Working Group and BMPL to make this 14 month study a success! Our partners variously provided locations for consultations, exhibited posters announcing planning study events and participated in our consultations.

- Agricultural Advisory Committee (TBM)
- Ashanti Coffee Roasters
- Birch & Benjamin
- Black Angus Fine Meats & Game
- Blackbird Pie
- Beaver Valley Outreach (BVO)
- Canada Post Office in Thornbury
- Circle K in Craighleith
- Georgian Artisan Shop
- Georgian Bay Youth Roots (GBYR)
- Goldsmith's Orchard Market
- Ravenna Country Market
- Seniors Centre Without Walls
- Seniors Network - Blue Mountains
- The Town of the Blue Mountains (TBM)
- Thornbury Bakery
- Thornbury Farmers Market
- Thornbury Home Hardware Centre

E. Approved 2022-2026 Strategic Plan Contents

Below is an overview of the 2022-2026 Strategic Plan contents which were approved at the March Board Meeting.

Mission: The BMPL is a dynamic centre of community engagement where everyone can connect, explore and create.

Vision: Our community hubs meet the evolving interests and needs of our diverse and growing population through thriving Gallery, Library, Archives & Museum (GLAM) services.

Values:



Pillars & Goals:

Community Hubs

- Foster social cohesion in a time of growth and challenges

- Develop multi-use spaces and provide outreach services.
- Provide technologically-connected spaces.

Empowering Services

- Provide diverse GLAM services, collections and programs.
- Support 21st century literacy through resources, opportunities and coaching.
- Expand the Virtual Branch.

Organizational Excellence

- Retain and recruit personnel as an employer of choice.
- Demonstrate stewardship through transparency and accountability.
- Increase BMPL financial opportunities.
- Be a Key Partner within the municipality.
- Provide inclusive and engaging communications with and to the community.

Under-pinning Themes:

- Truth and Reconciliation
- Diversity, Equity and Inclusion

F. Recommended 2022-2026 Strategic Plan Documents

Strategic Plan & Executive Summary: Attached is the draft Executive Summary recommended by the Working Group for release. Additionally, due to size, the [2022-2026 DRAFT Strategic Plan](#) can be found on our Meeting Agenda online for viewing.

G. Next Steps

- The Working Group will present the Strategic Plan to Council on May 10th
- A video introduction will be developed to accompany the release of the Strategic Plan.
- The Working Group will coordinate the release of the Strategic Plan to TBM households.

On Behalf of the Working Group,
Dr. Sabrina Saunders, CEO
519-599-3681 extension 148
LibraryCEO@TheBlueMountains.ca

Welcome to Our New Strategic Plan

We are very pleased to present this new strategic plan to our community. It was a challenging process within the constraints of the pandemic, but that is also a reason why it was so important to do it. Much has changed for all of us over the last two years and we at BMPL had to rise to the challenge, too. Our GLAM (gallery, library, archives and museum) had to pivot to offer extensive online programming which has become very popular. Our collections, and especially our virtual collections, are in high demand. The Blue Mountains is now the second fastest growing municipality in Canada, which places increased demands on our services and facilities. All these changes required a new look at our strategic directions.

This plan is based on comprehensive consultation with the community. We had a “listening phase” which involved many one-to-one and small group discussions and focus groups. We did micro-surveys and our popular post-it-note session. Once we had a sense of direction from the community, we crafted pillars and goals which we then tested through a larger community survey. In all, we had input from 2,153 of you over our five phase, fourteen month process.

Thank you for your involvement and commitment to BMPL and for helping us to shape the new pillars and goals which will guide us over the next four years.

Laurey Gillies, Chair
Dr. Sabrina Saunders, CEO



Laurey Gillies
Board Chair



Dr. Sabrina Saunders
CEO

THE BLUE MOUNTAINS PUBLIC LIBRARY BOARD

- | | |
|----------------------------|------------------|
| Laurey Gillies, Chair | Andrea Matrosovs |
| Maurice Pepper, Vice Chair | Joanne Vivona |
| Dorothy Cammaert | Gary Zalot |
| Jesse T. Glass, Q.C. | |

STRATEGIC PLANNING WORKING GROUP

- Laurey Gillies, Board Chair
Dr. Sabrina Saunders, CEO
Mary Dodge, Manager of Community Engagement



L.E. SHORE BRANCH AND THE GALLERY

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Connect
Explore
Create



THE BLUE MOUNTAINS PUBLIC LIBRARY 2022-2026 Strategic Plan



New BMPL Logo Here



Website: www.TheBlueMountainsLibrary.ca
E-mail: LibraryChair@TheBlueMountains.ca
LibraryCEO@TheBlueMountains.ca

New BMPL
Logo Here

THE STRATEGIC PLAN 2022-2026

MISSION

The Blue Mountains Public Library is a dynamic centre of community engagement where everyone can connect, explore and create.

VISION

Our community hubs meet the evolving interests and needs of our diverse and growing population through thriving Gallery, Library, Archives and Museum (GLAM) services.

VALUES



New BMPL
Logo Here

UNDER-PINNING THEMES

TRUTH & RECONCILIATION

COMMUNITY HUBS

VISION: *Provide spaces to connect, explore and create.*

GOALS FOR ACHIEVEMENT:

- Foster social cohesion in a time of growth and challenges.
- Develop multi-use spaces and provide outreach services.
- Provide technologically-connected spaces.

EMPOWERING SERVICES

Vision: *Create a service model that reaches those who live, work, and play in The Town of the Blue Mountains.*

GOALS FOR ACHIEVEMENT:

- Provide diverse GLAM services, collections and programs.
- Support 21st century literacy through resources, opportunities and coaching.
- Expand the Virtual Branch.

ORGANIZATIONAL EXCELLENCE

VISION: *Grow BMPL as a key partner and community resource.*

GOALS FOR ACHIEVEMENT:

- Retain and recruit personnel as an employer of choice.
- Demonstrate stewardship through transparency and accountability.
- Increase BMPL financial opportunities.
- Be a Key Partner within the municipality.
- Provide inclusive and engaging communications with and to the community.

DIVERSITY, EQUITY & INCLUSION