
Board Meeting

Meeting Date: April 21, 2022
Meeting Time: 2:00 p.m.
Location: Via Web/Phone Conference due to Pandemic
Broadcast Live on Facebook
Select Board members present in the Library Boardroom
Posted to [YouTube](#)

Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

In Attendance:	Laurey Gillies (Chair)	Maurice Pepper (Vice Chair)	Dorothy Cammaert
	Jesse Glass	Andrea Matrosovs	Joanne Vivona

Absent: N/A

Regrets: Gary Zalot

Staff: Dr. Sabrina ER Saunders, CEO
Mary Dodge, Manager of Community Engagement
Hannah Saunders, Communications
Franz Greenfield, Administrative Assistant

Prepared By: Franz Greenfield, Administrative Assistant

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 2022 pandemic Board communications.

A. Call to Order

The Board meeting, via Zoom with some members on site in the Library Boardroom, was called to order by the Chair at 2:00p.m. The Board offered their condolences to the family of Willi Wildman. Willi sat on the 2015-2018 Board and was also an instrumental member of the Arts and Culture Council. An artist and arts instructor, she was an avid supporter of the Gallery. A Moment of Reflection was then observed, followed by the reading of the Indigenous Acknowledgement Statement.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2022-035

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT the Agenda of April 21, 2022, be approved as circulated, 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 2022-036

Moved by Maurice Pepper and seconded by Joanne Vivona, 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.” CARRIED.

D. Minutes

D.1 Previous Minutes

A correction was requested for the section regarding the May 19th planning meeting: the Board will plan for the *recruitment*, not the *orientation*, of the next Board.

BMPL-Resolution 2022-037

Moved by Jesse Glass and seconded by Andrea Matrosovs, THAT this Board approve as amended the Board minutes of March 17, 2022. CARRIED.

D.2 Business Arising from the Minutes

No business arose.

E. Communications with the Board

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 registration was **Monday, April 18 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

1. None.

F. Strategic Plan Updates & Action Items

F.1 Action Plan Updates

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

The draft Action Plan for 2022 – based on the *Q1 and Q2 Action Plan* and new Strategic Plan – was presented for review. It now includes action items for the rest of 2022. More goals are still to be added before final approval at the May Special Board meeting.

F.2 Strat Plan Pillar: Community Hubs

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

The roof has been given a temporary repair, as the Town waits for the necessary product. Completion is expected for mid-May. Once the roof is completed, the Town will move forward with the building’s remaining renovation items covered in the Heritage grant. Interruption to public services is expected to be minimum.

F.3 Strategic Plan Pillar: Empowering Services

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

This report was presented. Of special note:

- The Gallery is holding its first juried art show. The registration deadline for artists is April 30th. There is no fee for artists aged 20 and under.
- The Library has returned to pandemic summer hours, while still remaining closed on Sundays for staff to tend to virtual programming. The Depot returned to regular hours back in March.
- There are no occupation limits in any facilities, with masks optional but encouraged.
- Pop-up libraries and other outreach events are planned in the surrounding communities to bring services to rural areas. A deputation will be made to Council on May 10th for the use of community facilities.
- L.E. Shore will be hosting a Covid vaccination pop-up clinic with a GO-VAXX bus. Dates to come.

F.4 Strategic Plan Pillar: Organizational Excellence

1. **Report:** *Verbal Report* entitled “*Chair’s Report*”

The Chair reviewed the main focuses of the May planning and training meeting:

- Identifying key GLAM supporters. It was strongly emphasized that key supporters will not be used for fund raising initiatives. Rather, they are community members the BMPL can rely on to speak in support of GLAM services, programs and initiatives.
- Brainstorming for the Board’s legacy document.
- Preparing for Board recruitment.

Resources will be provided ahead to aid in preparation.

2. **Report:** ADM.22.12 entitled “Risk Assessment 2022”

This annual report was presented. It covers a broad risk analysis of the BMPL in areas including governance, financial, personnel, health and safety, pandemic and facilities – finding the BMPL in a low-risk class. Of specific note:

- The BMPL hopes to resolve an ongoing issue around incorporation. It 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. Therefore, while one Ministry recognizes BMPL as incorporated, another does not, which becomes an obstacle when applying for grants or seeking charitable status. The matter is being addressed between the CEO and the Ministry at no extra cost besides the time spent. In the process, the BMPL may be required to establish itself as a provincial NFP. Therefore, for incorporation purposes the BMPL would have an establishment date (externally) of 2022. By resolving this issue, the BMPL hopes it will have an impact on how Ontario public libraries’ incorporation statuses are recognized.
- Facility maintenance items were reviewed. The BMPL is working with the Town to build reserves into the Town’s future budgets (as the Depot and Library buildings are Town-owned) for maintenance projects, as well as a schedule to address such items. In addition, the compendium report, outlining all the gaps in service and facilities not already noted in Town reports, will be updated as an addition to the Board’s legacy package and as well as for the benefit of the new Council.

3. **Report:** GOV.22.08 entitled “Strategic Planning Working Group Update-April”

This is the last report for this Working Group. The Board was presented with draft full and executive version of the 2022-2026 Strategic Plan for final approval. The Plan is scheduled for presentation to Council on May 10th and then for distribution to the community. The Chair requested that thank you letters be sent to the local organizations that generously supported the 2021-2022 Strategic Planning Process.

BMPL-Resolution 2022-038

Moved by Joanne Vivona and seconded by Maurice Pepper, THAT this Board approve the BMPL 2022-2026 Strategic Plan for release. CARRIED.

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

A rough draft of the *Year in Review 2021* video report was presented to the Board for approval, before final work is completed. The Board congratulated staff on the professional presentation and requested a few minor edits.

BMPL-Resolution 2022-039

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the *Year in Review 2021 annual report* as revised for completion and release. CARRIED.

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

Joanne Vivona attended this assembly and presented a brief overview of the Assembly. One of the key takeaways was how far behind and disorganized many library boards became as a result of the last two years of the pandemic. The Board

member noted how competent and well prepared this Board has been, citing the leadership as a basis for this success.

BMPL-Resolution 2022-040

Moved by Andrea Matrosovs and seconded by Maurice Pepper, THAT this Board receive the Strategic Plan discussions as information. CARRIED.

G. Other Business

G.1 CRA application update

The BMPL has actively sought to become a charity. However, because it lacks an incorporation number, it does not technically exist and cannot access its CRA account to submit the required paperwork (paper documentation is not accepted). Currently, the BMPL is working to appoint the legal counsel as a “CRA Representative”, but is unable to complete the appropriate documentation online as required. Counsel may then access the account and submit this paperwork. The resolution provided below empowers the CEO to mail the CRA documentation that notes the Board’s approval of this appointment. Charitable status is hoped to be achieved by the end of 2022 or early 2023.

BMPL-Resolution 2022-041

Moved by the Chair and seconded by Joanne Vivona, 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. CARRIED.

G.2 Submission of the Annual Survey

This is a static report (around card holders, material circulation etc.) submitted annually to the Ministry and is due by the end of April.

BMPL-Resolution 2022-042

Moved by Maurice Pepper and seconded by Dorothy Cammaert, THAT this Board approve the CEO and Chair to sign the Annual Survey of Public Libraries submission to the MHSTCI. CARRIED.

G.3 Notice of Policy Revision

As identified in *POL-BLG.2018.99-Agenda-&-Multi-Year-Agendas*, the Board will review Health and Safety and AODA policies at the May 19th Board meeting.

H. Roundtable

H.1 Roundtable—General updates by the Board

1) Community Updates and News:

- BMPL’s Juried Show application portal closes April 30th.
- The Municipal Arts Program application portal opens May 3rd.

- A volunteer appreciation event is being held at the Marsh Street Center on April 30th (9am-11am) in recognition of community volunteers. Attendees are asked to provide RSVPs for this free event.
 - BMPL volunteers can visit the L.E. Shore for a volunteerism gift - a thank you for their generosity of time.
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
- [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

BMPL-Resolution 2022-043

Moved by Jesse Glass and seconded by Andrea Matrosovs, 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.

BMPL-Resolution 2022-044

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-April 2022. CARRIED.

J. Notice of Meeting Dates

- The next regularly scheduled Board Meeting (hybrid format) is June 16th, 2022, at 2:00pm.
- The next Special Board Meeting will follow the Board Training & Planning Day on May 19th, 2022, at approximately 3:30pm. This meeting will be virtual and broadcasted on Facebook Live.
- BMPL has 2 scheduled deputations (request of use of Town facilities for outreach events, and presentation of the 2022-2026 Strategic Plan) scheduled on [May 10th with CoW](#).

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

K. Adjourned

BMPL-Resolution 2022-045

Moved by the Chair, THAT this Board does now adjourn at 4:00:p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Dr. Sabrina Saunders, Board Secretary