
The Blue Mountains Public Library Board Meeting

Meeting Date: January 20, 2022
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: Laurey Gillies (Chair) Maurice Pepper (Vice Chair) Dorothy Cammaert
Jesse Glass Andrea Matrosovs Joanne Vivona
Gary Zalot

Absent: N/A
Regrets: N/A
Staff: Dr. Sabrina ER Saunders, CEO
Mary Dodge, A/ Manager of Community Engagement
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, was called to order by the Chair at 2:04 p.m. The Board expressed their condolences to the family of John Corrigan – a former Board member who had recently passed away. Mr. Corrigan sat on the Board for nine years – three of those as Chair. A Moment of Reflection was then observed, followed by the reading of the Indigenous Acknowledgement Statement. Afterwards, the Board welcomed Andrea Matrosovs, the new Council Rep on the Board, and introductions were exchanged.

[Gary Zalot joined the meeting at 2:15pm]

A.4 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 2022-001

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT the Agenda of January 20, 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 2022-002

Moved by Maurice Pepper and seconded by Gary Zalot, THAT this Board receive as information:

- 1) ADM.22.01 entitled “Action Plan 2021—Close of Year Report”
- 2) ADM.22.02 entitled “Interim Q1 Action Plan”
- 3) ADM.22.03 entitled “CEO Service Update—January”
- 4) ADM.22.04 entitled “Respectful Workplaces Compliance Report”
- 5) ADM.22.05 entitled “Continuous Improvement Report”
- 6) GOV.22.01 entitled “Strategic Planning Working Group Update-January”
- 7) GOV.22.03 entitled “POL-BLG.2018.99-Agenda-& Multi-Year-Agendas.” CARRIED.

D. Minutes

D.1 Previous Minutes

A resolution from the November 25, 2021, Open Session Minutes was missing a mover, which will be corrected.

BMPL-Resolution 2022-003

Moved by Maurice Pepper and seconded by Joanne Vivona, THAT this Board approve as circulated the Board minutes of November 25, 2021; the Closed Session Board minutes of November 25, 2021; and the E-Poll Board minutes of December 9, 2021.

D.2 Business Arising from the Minutes None

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 F.2 and within the Library Events Calendar.

The deadline for registration was Monday, January 17 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. Fall Newsletter Ontario Library Service

The newsletter was reviewed, with no discussion.

BMPL-Resolution 2022-004

Moved by Dorothy Cammaert and seconded by Andrea Matrosov, THAT this Board receive the Correspondence as information. CARRIED.

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 section, 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. Report: ADM.22.01 entitled “Action Plan 2021—Close of Year Report”

74 of the 84 outcomes in the action plan for 2021 have been achieved or are considered ongoing. This equals 91.7% complete. Any items not completed have been moved into 2022’s first quarter action plan.

2. Report: ADM.22.02 entitled “Interim Q1 Action Plan”

The Board reviewed the expected outcomes for the first quarter of 2022, including items that have been carried over from the 2021 action plan. An elaboration on item C4.2 (Publish ROI and Social Value Report) was requested. The Board have had an interest in completing this item since 2020. Due to COVID, this did not occur in 2020, and the merging of OLS and OLS-N meant the updated template for the Rottman School Study was not available. The former C4.2 is now scheduled for completion during the first quarter of 2022. Staff will prepare the template themselves and using 2021 statistics, information collected from the 2021 annual wrap up, and the final finance report from the Town, the report will be made available in late spring.

A Board member wondered if item C2.4 (Provide Updates to Council through Committee of Whole Meetings) was necessary – if the Board needed to communicate with Council, it would not wait for a specific meeting to do so. In

addition, updates and general information are already provided through the monthly Board meeting minutes, as well as the Library website. To contrast this point, it was noted that these meetings are an opportunity to connect with the Council and reach members of the public in attendance. In the end, the Board unanimously agreed to keep item C2.4.

As the 2022 Action Plan is developed and the Strategic Plan goals are updated, the numbers will change, but these items will transition into the new document.

F.2 Strat Plan Goal: Communications

1. **Report:** GOV.22.01 entitled “*Strategic Planning Working Group Update-January*”
The Report was distributed which included a statistical reporting of consultation to date. The Board then reviewed the Working Group’s proposed 2022-2026 Strategic Plan for the purpose of releasing it to the public for input. This will act as a “feedback loop” between the Board and the community to ensure that the information gathered during consultation was accurately recorded and synthesized.

The proposed Plan includes the updated Mission and Vision statements, as well as 3 pillars and 11 goals. In addition, themes have been identified that have been, and will continue to be pervasive throughout all that the Board does. A lengthy discussion commenced. There was concern that the wording of the goals was too lofty, complex and library specific – the average reader would not resonate with what they were reading. It was emphasized that the Strategic Plan, although aimed at the public, is specifically meant to guide the Board and Library staff. The annual action plan will expand the new Plan in a clear and understandable way for public consumption. The Board made light modifications to incorporate more accessible language. Staff were instructed to include the examples of each goal into the survey.

The timeline for the completion of the Strategic Plan was then discussed. The survey will close at the end of February, and the data collected will be brought to the Board at the March meeting. If the feedback supports the proposed Plan, a report summarizing the data, as well as a draft of the full Plan will be presented at the April meeting. It will then be officially released to the public. An executive summary would follow soon afterwards.

BMPL-Resolution 2022-005

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the proposed Mission, Vision, and Value statements for community feedback. CARRIED.

BMPL-Resolution 2022-006

Moved by Gary Zalot and seconded by Andrea Matrosov, THAT this Board approve the proposed 3 Strategic Pillars and 11 Goals as amended (and to include examples for each goal) for community feedback. CARRIED.

F.3 Strategic Plan Goal: Organizational Capacity

1. **Report:** *Verbal Report* entitled “*Chair’s Report*”
The Chair gave a verbal update on her activities since the last meeting.

2. **Report:** ADM.22.04 entitled “*Respectful Workplaces Compliance Report*”
The report was distributed. This annual JHSC (Joint Health and Safety Committee) report outlines incidents from 2021, as well as any follow up actions, for the purpose of evaluating the effectiveness of current policies. No changes were recommended. Microaggressions were discussed, specifically around public health mandates, and the toll this takes on staff. As a show of support, the Board made the following resolution:

BMPL-Resolution 2022-007

Moved by Laurey Gillies seconded by Maurice Pepper, THAT this Board commend the staff for their dedicated service throughout the pandemic. CARRIED.

3. **Report:** ADM.22.05 entitled “*Continuous Improvement Report*”
This JHSC report outlines the committee’s achieved health and safety goals for 2021 and their new goals for 2022. In 2021, all 18 goals were achieved. An update was then provided on the current health and safety situation: a number of staff have either tested positive or are self-isolating due to Covid, although it is not considered an outbreak according to the GBHU definitions. The Library is at 50% capacity (as per current guidelines) and has limited the number of staff working on site. Covid procedures such as masking and sanitizing continue to be practiced. The Depot is closed and maintaining curbside access. The Depot recently acquired an AED. This was an important purchase, as the Depot provides first aid to, in addition to museum visitors, swimmers, and trail users.
4. **Report:** GOV.22.03 entitled “*POL-BLG.2018.99-Agenda-&-Multi-Year-Agendas*”
The procedural agenda policy was reviewed. Edits were incorporated based on changes which will be occurring under the new plan and 4th year schedule.

BMPL-Resolution 2022-008

Moved by Maurice Pepper and seconded by Jesse Glass, THAT this Board approve the amendments to POL-BLG.2018.99-Agenda-&-Multi-Year-Agendas. CARRIED.

F.4 Strategic Plan Goal: Vibrant Spaces

1. None.

F.5 Strategic Plan Goal: Service Excellence

1. **Report:** ADM.22.03 entitled “*CEO Service Update—January*”
Since no Board meeting was held in December, this report on GLAM services covered the months of November and December. Usage stats listed are not the final numbers, as more information is still to come. Of specific note:
 - Due to *Modified Step 2 of the Roadmap to Reopen’s* specifications, the Library is at a 50% capacity limit and a five person max for programs and events. The Depot was closed temporarily (with curbside access) but will hopefully reopen by January 31. It was reemphasized that vaccination is not required to browse or use computers. However, the Ministry is enforcing passporting for programs and events.

- Ken Haigh, the first CEO of L.E. Shore, will be working part time at the Library for the next few months.
- The Depot won Gold in the Grey County Community Votes under the Museums Category. It slimly lost Platinum by a handful of votes. This was seen as an indication of the value the community places on the Depot.

For the “Overview of Usage” stats, the Board requested that comparators be included in the monthly report.

BMPL-Resolution 2022-009

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board receive the Strategic Plan discussions as information. CARRIED.

G. Other Business

G.1 Ontario Library Service-Governance Hub

A webinar on Board Legacy is available through the Governance Hub and will require registration. The event is 4:00-5:00pm on Tuesday, February 15th. Joanne Vivona volunteered to participate and bring back a report to the Board. In addition, the Year Four of the four-year Board cycle can also be found on the Governance Hub.

G.2 Annual Budget Ask Presentation to the Ontario Legislature

The CEO and two other library CEOs made individual presentations to the Ontario Legislature on the provincial library budget request.

G.3 OLA Bootcamp Registration

The bootcamp will be held on February 5th, but other talks are available for the week of the Ontario Public Library Super Conference. Any Board member may register for any sessions. Most of these sessions will also be available for viewing through August.

H. Roundtable

H.1 Roundtable—General updates by the Board

- 1) Community Updates and News: as mentioned, the Craigeleith Heritage Depot won Gold in the Grey County Community Votes under the Museums Category.
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - [Exhibit Launch: Salt of the Earth](#) | January 8 | L.E. Shore
 - [ACC Presents: Salt of the Earth](#) | January 11 @ 7pm | Zoom
 - [Canadian Animals BIG & small](#) | January 18 @ 10am | Zoom
 - [Holiday Money Hangover](#) | January 26 @ 6pm | Zoom
 - [Exhibit Launch: Celebrating the Colour Purple](#) | January 29 | L.E. Shore
 - [Natural Burials](#) | January 29 @ 2pm | L.E. Shore
 - [Pandemic Parenting Centre](#) | January 30 @ 2pm | Marsh Street Centre

[POSTPONED]

BMPL-Resolution 2022-010

Moved by Gary Zalot and seconded by Andrea Matrosovs, THAT this Board receive as information the Roundtable discussions. CARRIED.

I. Key Messages

I.1 Key Messages Update

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

BMPL-Resolution 2022-011

Moved by Maurice Pepper and seconded by Joanne Vivona, THAT this Board approve the release of the Key Messages Update-January 2022. CARRIED.

J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held virtually on February 17, 2022, at 2:00pm.

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

K. Closed Session

The Board certifies that no other business will occur following the closed meeting other than listed on this agenda, including the accepting of motions made in camera, approving of Key Messages of the Board, and adjourning the meeting.

BMPL-Resolution 2022-012

Moved by Dorothy Cammaert and seconded by Andrea Matrosovs, THAT, with regard to section 16.1(4) of the *Public Libraries Act*, That this Board do now move into closed session in order to address matters pertaining to *personal matters about an identifiable individual*. CARRIED.

The Board moved into closed session at 4:40p.m.

[See Closed Session Minutes]

BMPL-Resolution 2022-014

Moved by Jesse Glass and seconded by Maurice Pepper, THAT this Board does now adjourn from closed session at 5:12p.m. CARRIED.

Return to Open Session

The Board returned to the public session at 5:12p.m.

BMPL-Resolution 2022-015

Moved by Dorothy Cammaert and seconded by Andrea Matrosovs, THAT this Board approve all resolutions and recommendations made in Closed Session. CARRIED.

Closed Session resolutions and recommendations:

BMPL-Resolution 2022-013

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board receive as information the report of Board Members one-on-one interviews and conversations. CARRIED.

L. Adjourned

The Board adjourned at 5:13p.m.

Laurey Gillies, Chair

Dr. Sabrina Saunders, Board Secretary