

The Blue Mountains Public Library Board Meeting

Meeting Date: June 16, 2022
Meeting Time: 2:00 p.m.
Location: 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
- A.3 Review of Teleconference procedures

NOTE: 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

Recommended Motion

Moved by ___ and seconded by ___, THAT the Agenda of June 16, 2022, be approved as circulated, including any items added to the Agenda.

B.2 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.

C. 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.22.16 entitled “Action Plan Update-June”*
- 2) *ADM.22.17 entitled “CEO Service Update-June”*
- 3) *GOV.22.12 entitled “Committee Terms of Reference”*

D. Minutes

D.1 Previous Minutes

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve as circulated the Board minutes from the open session of May 19, 2022.

Moved by ___ and seconded by ___, THAT this Board approve as circulated the Closed Session Board minutes of May 19, 2022.

D.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.

E. Communications with the Board

Deadline for registration is Monday, June 13 at 2:00p.m.

E.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.

E.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.

E.3 Correspondence

Bradford West Gwillimbury Public Library – Simcoe County Library Co-Operative

Recommended Motion

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

F. 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.

F.1 Action Plan Updates

1. **Report:** ADM.22.16 entitled "Action Plan Update-June"

F.2 Strategic Plan Pillar: Community Hubs

1. **Report:** Verbal Update on the Craigeleith Heritage Depot renovations

F.3 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.22.17 entitled "CEO Service Update—June"

F.4 Strategic Plan Pillar: Organizational Excellence

1. **Report:** Verbal Report entitled "Chair's Report"
2. **Report:** GOV.22.12 entitled "Committee Terms of Reference"

Recommended Motion

Moved by ____ and seconded by ____, THAT this Board approve the Committee Terms of Reference for Community Hubs Committee and Organizational Excellence Committee.

Recommended Motion

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

G. Other Business

G.1 All Candidates Meeting Update

H. Roundtable

H.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
- 2) BMPL Special Events

- [Author Talk with Lena Dykstra-Scholman](#) | June 11 @ 2pm | L.E. Shore
- [Pop-up at Thornbury Farmers Market](#) | June 12 @ 10am | Smiths Memorial Park
- [Mailbox Party](#) | June 16 @ 3:30pm | Craighleith Windfall Mailbox
- [Pop-up GLAM at Ravenna Hall](#) | June 17 @ 10am | Ravenna Hall
- [Seniors Sock Hop](#) | June 17 @ 11am | L.E. Shore
- [Animal Party: Summer Reading Club Kick-Off](#) | June 25 @ 11am | L.E. Shore
- [GoVAXX Bus](#) | June 28 11am-7pm | L.E. Shore
- [Exhibit Launch: Juried Art Show](#) | July 5 | L.E. Shore
- [Summer Reading Club Meet-Up at Bayview Park](#) | July 5 @ 1pm | Bayview Park

Recommended Motion

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

I. Key Messages

I.1 Key Messages Update

Recommended Motion

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

J. Notice of Meeting Dates

The next regularly scheduled Board Meeting is July 21, 2022, at 2:00pm.

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

K. Closed Session

None

L. Adjournment

Recommended Motion

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



May 27, 2022

Simcoe County Council
c/o County Clerk
County of Simcoe Administration Centre
1110 Highway 26
Midhurst, ON L9X 1N6
(Sent via email.)

Dear Warden and County Councillors:

We are writing to you pursuant to the enclosed motion passed unanimously by the Bradford West Gwillimbury Public Library Board on May 11, 2022 to express our Board's serious concerns with Simcoe County Council's decision to dissolve the Simcoe County Library Co-operative.

This decision by County Council came despite the clear objections of local librarians and library boards across Simcoe County, who repeatedly raised concerns that this significant cut to library services would result in negative impacts to people and their pocketbooks.

Beyond the obvious impacts this cut will have in downloading costs to local libraries, eliminating natural savings through economy of scale and forcing local municipalities to either cut services or raise taxes, this decision will disproportionately impact racialized and immigrant populations by jeopardizing access to multilingual services and will impact the differently abled community by interrupting access to technology services.

County Council's decision to end the Library Co-operative will cost County residents more, particularly in South Simcoe, and will negatively impact racialized peoples and those living with disabilities. This type of cut to services is ill-advised at best and callous at worst.

Moreover, librarians and library boards were also clear in our objections to the failures of due process and disregard for informed consultation by the County's "governance review team". As we have said throughout this poor process, the entire notion of cutting the Library Co-operative was a solution in search of a problem, done more to compensate for County Council's failures to enact regional governance reform than for any objective reason to end the Library Co-operative.

In fact, to be clear: Simcoe County has celebrated the vital role the Library Co-operative plays in providing needed services to constituents, particularly in the rapidly growing and diversifying communities of South Simcoe, with a 2018 County "Newcomers Recognition Award", and the Co-op was awarded the 2018 Minister's Award for Innovation. These two awards demonstrate the County and the province's faith in the Co-op's ability to serve racialized communities and to remain on the cutting edge of technological services. To cut a service that was praised by Simcoe County reveals the obvious incoherence of the County's decision.

As disappointed as we are in this decision to cut library services, we are also very concerned that no transitional agreement or funding has yet been announced, and library boards and librarians still have not been consulted about how this decision will be implemented.





We, therefore, ask that County Council direct County staff to urgently prioritize outreach to local boards and their respective staff to manage this transition and that County Council set aside transitional funding to reduce the impact on local taxpayers, racialized and disabled residents. It is our hope that despite our strong objections to this decision, Simcoe County will belatedly work to ensure that the consequences of this decision are mitigated.

We are available to meet with you and/or your staff to discuss this further.

Sincerely yours,

Jennifer Harrison
Board Chair

Councillor Jonathan Scott
Board Vice-Chair

cc. Hon. Lisa Macleod, Ontario's Minister of Tourism, Culture and Sport
Simcoe County MPPs
Ontario's Public Library Boards

MOTION:

"That the Bradford West Gwillimbury Public Library Board authorize the Chair and Vice-Chair to write a letter expressing the Board's serious concerns with the Simcoe County Council decision to dissolve the Simcoe County Library Co-operative;

That such a letter expresses the Board's view that this significant cut to library services will disproportionately impact racialized and immigrant populations by cutting access to multilingual services; impact the differently abled community by cutting access to technology services; and potentially represents a significant downloading of costs to Bradford West Gwillimbury, the largest, most diverse and fastest-growing municipality in the County;

That such a letter further emphasizes concerns expressed by library CEOs across the County regarding the "Regional Governance Review" taskforce's lack of consultations with affected stakeholders before taking this vote;

And further that a copy of this letter be sent to the Minister of Tourism, Culture and Sport, all public library boards in Ontario, and to all County Councillors."



Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.16 Action Plan Update-June
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.16 entitled "*Action Plan Update-June*".

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). These original 39 Action Items were approved and outlined according to the former Strategic Plan. At the April Board Meeting, the 2022-2026 Strategic Plan was approved. All items are now included in a new Action Plan for the 2022 fiscal, which was approved at the May Board Meeting.

C. Status Assessment

Of the items listed on this draft Action Plan, 32 of the 105 objectives have been complete (30.5%) with another 7 ongoing and 2 on the agenda 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

For the 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	<i>ongoing</i>
CH1.2	Reflect and celebrate Indigenous cultures, histories, and collections	CEO	December	<i>ongoing</i>
CH1.3	Reduce social isolation for older adults through community hub access	CEO	December	<i>ongoing</i>
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	<i>ongoing</i>
	CH2.2 Develop an outreach strategy for 2022 including monthly rural programs	CEO	May	COMPLETE 4-26-2022
	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	<i>ongoing</i>
	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	COMPLETE 5-01-2022
CH3 Provide technologically-connected spaces.				
	CH3.1 Research options for Boardroom and Gallery 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	Develop quarterly plans for balanced services of virtual programs and face-to-face services throughout the ongoing pandemic	CEO	Quarterly	COMPLETE 4-15-2022 ➤ ➤ ➤
	ES1.2	Recruit and implement the 2022 Juried [art] Show to be held in The Gallery at L.E. Shore	CEO	June	ongoing
	ES1.3	Complete the 11 th REEL History Film <i>Blue Mountain Pottery</i>	CEO	June	
	ES1.4	Plan and implement the Blue Mountain Pottery Expo	CEO	June	ongoing
	ES1.5	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	COMPLETE 5-30-2022 ➤ ➤ ➤
	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	COMPLETE 5-30-2022
ES3	Expand the Virtual Branch.			
	ES3.1 Research and Design new BMPL website	CEO	November	
	ES3.2 Design and launch new Virtual Branch on BMPL's updated website	CEO	November	
	ES3.3 Increase Gallery virtual usage by 15% [3,200]	CEO	December	Current: 1,347
	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	Implement a salary grid which provides internal pay equity with TBM	CEO	March	COMPLETE 3-17-2022
	OE1.2	Implement staffing model which will provide equity and full-time opportunities	CEO	March	COMPLETE 4-1-2022
	OE1.3	Approve Health & Safety Continuous Improvement Goals 2022	Board with JHSC	January	COMPLETE 1-20-2022
	OE1.4	Develop Board Recruitment Proposal	Board	May	COMPLETE 5-19-2022
	OE1.5	Report on Board Legacy Planning training	Board	February	COMPLETE 2-17-2022
	OE1.6	Develop Legacy Statement for in-coming board	Board	May	
	OE1.7	Attend Board Assembly Meetings	Board	Semi-Annually	COMPLETE 4-9-2022 ➤
	OE1.8	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	
	OE1.12	Complete an exit interview of the 2018-2022 Board Members	Board	November	
	OE1.13	Encourage eligible candidates to apply for Board membership 2022-2026	Board	November	
	OE1.14	Provide an Information Session and website for potential Board Member Candidates	Board	November	

Goals	Outcomes		Lead Party	Expected Timing	Status
OE2	Demonstrate stewardship through transparency and accountability.				
	OE2.1	Complete the consultation process and final report for the 2022-2026 Strategic Plan	Board & CEO	March	COMPLETE 3-17-2022
	OE2.2	Publish Strategic Plan 2022-2026	Board	May	COMPLETE 4-21-2022
	OE2.3	Complete annual policy review (Health & Safety, AODA)	Board	May	COMPLETE 5-19-2022
	OE2.4	Complete review of Mission, Vision, Values following Strategic Plan consultation	Board	March	COMPLETE 4-21-2022
	OE2.5	Review Committee Terms of Reference and update for new Strategic Plan pillars	Board	May	On Agenda
	OE2.6	Develop Q1 & Q2 Action Plan using 2018-2022 Strategic Plan	Board & CEO	February	COMPLETE 2-17-2022
	OE2.7	Develop 2022 Action Plan using 2022-2026 Strategic Plan	Board & CEO	May	COMPLETE 5-19-2022
	OE2.8	Prepare draft 2023 Action Plan for new Board approval	Board & CEO	November	
	OE2.9	Complete Annual Risk Assessment	CEO	April	COMPLETE 4-21-2022
	OE2.11	Complete the Annual Respectful Compliance Report	CEO	January	COMPLETE 1-20-2022
	OE2.12	Research ROI for Social Value Report	Board	June	On Agenda
	OE2.13	Approve Audited Financials	Board	June	COMPLETE 5-19-2022
	OE2.14	Approve Auditor of 2022 Financials	Board	June	COMPLETE 5-19-2022
	OE2.15	Publish Annual Report	Board	May	COMPLETE 6-6-2022
	OE2.16	Demonstrate our green commitment to environmental stewardship	Board & CEO	Quarterly	COMPLETE 4-30-2022
					➤
					➤
					➤

Goals	Outcomes	Lead Party	Expected Timing	Status
	OE2.17 Complete Board evaluation	Board	November	
	OE2.18 Update Gap Analysis for LES and CHD buildings for Board and Council information	Board	November	
OE3 Increase BMPL financial opportunities.				
	OE3.1 Approve a 2022 Budget	Board	March	COMPLETE 4-21-2022
	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	CEO	Quarterly	Q1 COMPLETE ➤ ➤ ➤
	OE4.2 Provide Board Recruitment opportunities to Council through Committee of Whole	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	

Goals	Outcomes	Lead Party	Expected Timing	Status
	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	COMPLETE 4-19-2022
	OE4.10 Present the Year in Review 2021 annual report to Council	CEO	June	COMPLETE 5-6-2022
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	Board & CEO	April	COMPLETE 5-16-2022
	OE5.2 Present the Strategic Plan 2022-2026 to the community	Board & CEO	May	COMPLETE 6-1-2022
	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]	CEO	June	COMPLETE 5-12-2022 Current: 3,049
	OE5.5 Increase social media number by an additional 10% [3300]	CEO	December	Current: 3,049
	OE5.6 Increase blog registrations by 4% [2,500]	CEO	June	Current: 2,487
	OE5.7 Increase blog registrations by an additional 10% [2,750]	CEO	December	Current: 2,487
	OE5.8 Launch updated BMPL logo	CEO	May	COMPLETE 5-1-2022
	OE5.9 Identify key supporters and develop a communication plan with priority groups	Board	May	
	OE5.10 Develop Advocacy Plan	Board	September	

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.17 CEO & Service Update- June
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.17 entitled "CEO & Service Update-June".

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 – June 2022

	CURRENT MONTH	PREVIOUS MONTH	YTD 2021	YTD 2022
	May 2022	April 2022	May 2021	YTD Totals
Active Users ¹	4,445	4,476	4,216	
Circulation	5,187	5,033	2,636	
Digital Circulation	2,370	2,557	2,891	
BiblioBoard On-line Exhibits ²	240	864	1793	4096
Research Requests	7	7	12	42
Gallery Attendance ³	101	406	424	1,448
Museum Visits	200	160	273	674
Tours, Classroom Visits	643	490		
Children's Programs ⁴	176	159		
Teen Programs ⁴	13	68		
Adult Programs ⁴	200	132		
Seniors Programs ⁴	119	122		
Technical Programs ⁴	428	464		
Website [Virtual Branch] ⁵	10,302	10,034	9,054	
YouTube Channel Views	2,115	2,026	8,279	13,347
Volunteer Hours	173.55	121.5		642.55
Outreach & Pop-up Events	5	N/A	N/A	N/A

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 May, The Gallery hosted the exhibit *Tiny Arts Collective*, featuring the works of the Tiny Arts Collective, a group of Georgian Bay Area artists. This exhibit ran from May 7th to June 2nd. Currently showing in The Gallery is *Celebrating The Gallery*. This 3-part exhibit features historic photos, articles, and videos of The Gallery over the past 27 years. Learn the history of the building, reminisce on the events that have occurred within the space, and see over 300 exhibits represented. This special exhibit also showcases our Jurors for the upcoming Juried Art Show as well as our Arts and Culture Council. For more information or to view online visit our [Exhibits webpage](#) [ES3.3].

The Arts and Culture Council (ACC) for The Gallery at L.E. Shore have an opportunity to exhibit in the Municipal Arts Program (MAP) in collaboration with The Town. This call closes June 10, 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](#) [ES3.3]. The ACC will return with live programming in the Fall [CH2.7]. Information about our [Upcoming Gallery Events](#) are on our website.

E. COVID-19 Restrictions on Facilities or Services.

Outside of the request for our community to continue to wear masks when onsite, there continue to be no restrictions in place at either facility.

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

A weekly Kids Clubhouse program has been introduced at the Craigeleith Heritage Depot. Similar to the existing After-School Kids Club at L.E. Shore, local youth are invited to join for an hour of after-school STEAM activities and socialize with their peers. For ages 8-12. [CH2.4]

The Blue Mountains Public Library hosted a Seniors Housing Alternatives Community Forum at L.E. Shore. In partnership with Seniors Network Blue Mountains, Beaver Valley Outreach, and Grace United Church. This was one of our first in-person events for Seniors and drew over 50 attendees, some via phone (through BVO's Answers4Seniors). [ES1.7]

The popular Seniors Exercise classes have resumed to in-person sessions at L.E. Shore on a weekly basis. Payment is by donation and turnout has been great, around 15-20 participants for every class. [CH1.3]

The BMPL Teen Group has stepped up to assist with the Library's Snacks for Kids Food Drive, planned for the month of June to assist local families in need. All donated food to go to the BVO Food Bank. BMPL Teens helped create the Food Drive boxes and will promote the Food Drive at their local schools. The Teen Group continues to meet monthly at L.E. Shore and help with the Young Adult Book Club, as well as

the monthly Teen Lit Kits. They are eager to continue to connect with their peers, discuss books, and have creative and leadership opportunities. [CH2.7]

Monthly Author Talks at L.E. Shore have resumed to in-person presentations. L.E. Shore hosted local author, Sean Dolan, at the end of May and had a great attendance of 25 people. We also hosted a children's book author for families and people of all-ages in the Story Tower. There are local author events planned for monthly sessions until the end of 2022, including published writers of fiction, non-fiction, children's book authors, short story and poetry collections. [CH2.7]

Tech help offered by BMPL is in high demand. Ashley, Library Specialist - Tech Programming, has had 80 tech help appointments since the beginning of 2022! Tech help is available in person, by telephone or Zoom. We can help you to download eBooks or digital audio books, use library online subscriptions and research databases, complete tasks in Microsoft Excel, Word, PowerPoint and other computer software, or troubleshoot an issue on your computer, tablet or personal device. If we can't help you, we'll refer you to someone who can. Patrons can make an appointment by calling us, emailing librarytech@thebluemountains.ca or completing the Tech Help Request Form on our website. Ashley also offers drop-in tech help on the first Thursday of the month from 5:30pm to 6:30pm.

Tech help is also available through a partnership with the Georgian Adult Learning Centre in Collingwood. Request an appointment with the tech instructor by contacting us or signing up through our Event Calendar.

G. Archives and Museum at the Craigleith Heritage Depot

The Museum and Archives have been working diligently on the upcoming REEL History film series. The trailer for the Blue Mountain Pottery film has been launched. The film is entitled Blue Clay. We are still working on final interviews prior to editing. The Apple Harvest film has won a Silver Telly Award this month. This international award is given in the Museum and Galleries section. The Silver Telly Awards are based in the United States and honour a wide range of production across many platforms. This is the second Silver we have won and we still hope in future years to go for the gold!

The focus this month was on preparing for the Blue Mountain Pottery Expo [ES1.4]. An on-line exhibit is being prepared for launch on the pottery prior to the event. A section will include an update showing the Expo after the event.

A partnership with the Thornbury BIA will provide a Blue Mountain Pottery scavenger hunt through local businesses. Five pieces of Blue Mountain Pottery will be placed in five businesses in Thornbury. A ballot, showing photographs each of pottery pieces, will be filled out with the location where you have found it. This will run from June 30th to July 20th. Correct ballots will be drawn for prizes the first day of the Blue Mountain Pottery Expo. Prized include the Blue Mountain Pottery Calendar and prizes from the local businesses. We thank the Thornbury BIA for their support of this event.

Our Military Heritage on-line exhibit has captured the attention of three other museums in Ontario who have requested further information in order that they can use our programme as a template for their own. This includes the City of Hamilton, The Town of Woodstock, Bark Lake Cultural Developments in Irondale.

H. Community Outreach

Pop-up GLAMs at Ravenna Hall offered information for seniors, families and rural residents to help with isolation and to provide a community hub space where they live, work, and play. The May Pop-ups had a drop-in Diversity, Equity and Inclusion (DEI) activity called “Exploring Privilege” where community members were invited to participate in a self-guided activity highlighting and exploring privilege and its impacts on our lives. Information about BMPL’s GLAM services were also offered, such as providing a virtual Gallery tour of May’s art exhibit [CH1.3, CH1.4, OE5.3]. [Outdoor Movie Night](#) is being offered by The Town of The Blue Mountains in partnership with BMPL. BMPL will be providing family friendly activities at the biweekly events starting Wednesday, July 6th. Movies are free for the whole family and will start at dusk, so mark it on your calendars! [OE4.3]

Thanks to feedback from Community Consultation in 2021, BMPL has removed a barrier to GLAM access by providing Visitor Library Cards. Now anyone who lives, works or plays in The Blue Mountains can get a BMPL Library Card. Temporary cards are still available for short-term visitors, and Library Cards were only available for residents with TBM addresses. Now neighboring areas who work or play regularly in the area can also get a library card. We heard in Community Consultation that patrons wish to use the library that is closest to where they live, work and play. Our Visitor Library Card does just that! If you live, work, or play in TBM, stop by one of our two branches and [get your BMPL Library Card today](#) [CH1.5]! Homebound Service has also expanded its membership and now provides services not only to senior residents at Errinrue Retirement Community, but also to anyone experiencing a short or long-term disability and includes those who may have seasonal homebound needs, such as those who cannot travel in the winter. Homebound Service has been promoted on social media and internally at the branches, and will have a larger campaign come early Fall, to support those who cannot leave the house in the winter [CH1.3, CH2.5].

Partnerships continued to flourish in May with seedlings being planted in the Native Pollinator Garden in the Courtyard at L.E. Shore Library. Special thanks to Pollinate TBM (The Blue Mountains) for researching and selecting 11 different varieties of native plants that support local and native pollinators, such as insects, butterflies, bees, and birds. A Launch Event is currently being planned for summer 2022, along with webinars and educational activities [CH2.6]. For more information on the L.E Shore’s Courtyard Native Pollinator Garden, [visit the BMPL website](#). Expanding on this partnership and project will include Pollinate TBM installing a canoe pollinator garden at the Bruce St. entrance to L.E. Shore Library this year [ES2.5, OE4.3]. Partnerships also supported the community’s health by offering GO-VAXX Bus clinic on May 24th that provided community members with appointment and walk-in vaccines, both pediatric and adult, and boosters to our community. This highly successful event kept many in our community safe from COVID-19 and expanded the vaccine and booster availability in our community. Due to its success, the GO-VAXX Bus will be returning to L.E. Shore on June 28th and Sept 13th and will again offer pediatric and adult vaccines for anyone wishing to receive first and second vaccinations, and boosters to eligible persons [OE4.4].

I. Staffing

Two former students have returned for the summer and a third staffer is joining the CHD team to assist with the Blue Mountain Pottery Expo.

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.

- [Library News](#): 1497 [OE5.7]
- [In the Gallery](#): 393
- [Staff Picks](#): 300
- [Kids Zone](#): 176
- [Key Messages](#): 121

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 meetings may be onsite while still broadcasting live on Facebook and rebroadcasting on YouTube. [CH3.1]

	Facebook	YouTube
May 2022	28 views	14 views
April 2022	216 views	21 views

Respectfully Submitted,

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

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: GOV.22.12 Committee Terms of Reference
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

THAT this Board receive as information GOV.22.12 entitled "*Committee Terms of Reference*".

THAT this Board approve the Terms of Reference for the Community Hubs Committee and the Organizational Excellence Committee.

B. Background

Based on the direction of the Action Plan, the Terms of Reference for the two governance focused committees were requested to be brought back to the Board. These committee terms of reference have been drafted using the pre-approved template and therefore have general statements throughout, with sections 1, 2 and 8 specific to these committee. There is no committee required for the Empowering Services Pillar as this is an operational function and completed by staff.

Respectfully Submitted,

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

Terms of Reference

1. Name: Community Hubs Committee

2. Duration of Committee: Standing

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library Strategic Plan 2022-2026, or until such time as the Board amends or rescinds this Standing Committee.

3. Membership

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

4. Quorum

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

5. Term of Appointment

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs at the November Board Meeting, or in an election year, upon appointment of the new Board.

6. Reports To

As a Committee of the Board, this committee reports directly to the Board.

7. Purpose

The Town of The Blue Mountains Public Library Board recognizes that the Strategic Plan establishes the priorities for action by the Board, CEO, and staff, informs budget and fundraising activities and communicates same to the public. At the **May 19, 2022** meeting, the Library Board designated a committee to be established for the Strategic Plan Pillars to focus on governance matters. At the **June 16, 2022** meeting of the Board, the Community Hubs Committee was established.

8. Mandate

The BMPL Community Hubs Committee works towards the Strategic Plan Pillar to *Provide spaces to connect, explore and create*, as well as fulfil the three (3) goals to:

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

The Committee will develop action items for the Annual Action Plan each year and work, on behalf of the Board, with Council and any partners towards expansion of Community Hubs in the municipality.

9. Resources and/or Budget

This committee has access to funds which are defined in the Board approved annual budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

10. Duties of Members

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Agreement to Comply with Code of Ethics;
- Speak with one voice by supporting the Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

11. Non-Member Attendance

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases, the non-member may participate in discussions relevant to their advisory role.

12. Removal and Vacancies

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a

reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if the any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Agreement to Comply with Code of Ethics and may not discuss the work of the Committee or the Board when no longer a member.

13. Meetings

Meetings will be called as required by the Committee Chair or by a majority of the members of the Committee, and arranged by the Board Secretary. The Committee may meet as Committee of the Whole from time to time at the request of the Committee Chair or Board Chair. As a Committee of the Board, the Board Chair may also call a committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

14. Voting

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. Non-member participants may not vote. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

15. Committee Chair

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select a Chair from among its Committee members who shall serve for the one-year term beginning in November or at the time of election and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, including when meeting as Committee of the Whole, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

16. Special Responsibilities of the Committee Chair

No special responsibilities are assigned to this Committee Chair.

17. Committee Secretary

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board

Secretary for inclusion in the official records of BMPL. In the event of a committee meeting being called as a Committee of the Whole, the Board Secretary will notify all members of the Board.

18. Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

19. Review of Terms of Reference

The Board will review, amend, and approve the Terms of Reference annually according to the Board's Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

20. Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule: POL-BLG.2018.99 Agenda & Multi-Year Agendas

Community Hubs Committee – Terms of Reference

Approved by the Board June 19, 2022.

Terms of Reference

1. Name: Organizational Excellence Committee

2. Duration of Committee: Standing

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library Strategic Plan 2022-2026, or until such time as the Board amends or rescinds this Standing Committee.

3. Membership

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

4. Quorum

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

5. Term of Appointment

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs at the November Board Meeting, or in an election year, upon appointment of the new Board.

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7. Purpose

The Town of The Blue Mountains Public Library Board recognizes that the Strategic Plan establishes the priorities for action by the Board, CEO, and staff, informs budget and fundraising activities and communicates same to the public. At the **May 19, 2022** meeting, the Library Board designated a committee to be established for the Strategic Plan Pillars to focus on governance matters. At the **June 16, 2022** meeting of the Board, the Organizational Excellence Committee was established.

8. Mandate

The BMPL Organizational Excellence Committee works towards the Strategic Plan Pillar to *Grown BMPL as a key partner and community resource*, as well as fulfil the five (5) goals to:

- 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; and
- Provide inclusive and engaging communications with and to the community.

The Committee will develop action items for the Annual Action Plan each year and be responsible for the annual review and recommendation of by-law and policy changes.

9. Resources and/or Budget

This committee has access to funds which are defined in the Board approved annual budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

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20. Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule: POL-BLG.2018.99 Agenda & Multi-Year Agendas

Organizational Excellence Committee – Terms of Reference

Approved by the Board June 19, 2022.