
The Blue Mountains Public Library Board Meeting

Meeting Date: May 19, 2022
Meeting Time: 2:00 p.m. following the Closed Session
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
Franz Greenfield, Administrative Assistant

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, Manager of Community Engagement
Hannah Saunders, Communications Specialist
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

A.1 Approval of the Agenda

This Special Board meeting, via Zoom, was called to order by the Chair at 9:30am.

BMPL-Resolution 2022-046

Moved by Dorothy Cammaert and seconded by Andrea Matrosovs, THAT the Closed Session Agenda of May 19, 2022, be approved as circulated, including any items added to the Agenda. CARRIED.

A.2 Declaration of Pecuniary Interest and General Nature Thereof

None.

A.3 Motion to Move in Camera

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 2022-047

Moved by Joanne Vivona and seconded by Gary Zalot, 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 9:32a.m.

B. Closed Session

See Closed Session Minutes.

Adjournment of Closed Session

BMPL-Resolution 2022-050

Moved by Gary Zalot and seconded by Joanne Vivona, THAT this Board does now adjourn from closed session at 1:50p.m. CARRIED.

C. Return to Open Session

The Board returned to the public session at 1:50p.m. A 10-minute break was held before the Board resumed at 2:00p.m.

A moment of reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement. The Board then moved to release all resolutions and recommendations made during Closed Session to the Open Minutes.

BMPL-Resolution 2022-051

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve all resolutions and recommendations made in Closed Session, and release these to the Open Minutes. CARRIED.

Closed Session resolutions and recommendations:

BMPL-Resolution 2022-048

Moved by Maurice Pepper and seconded by Dorothy Cammaert, THAT this Board approve the POL-BLG.2022.05 entitled "BMPL Board Job Description" as amended. CARRIED.

BMPL-Resolution 2022-049

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the Board Recruitment Plan proposal to Council as amended. CARRIED.

D. 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 2022-052

Moved by Gary Zalot and seconded by Andrea Matrosovs, THAT this Board receive as information:

- 1) ADM.22.13 entitled "Action Plan Update-May"
- 2) ADM.22.14 entitled "CEO Service Update-May"
- 3) ADM.22.15 entitled "Annual Policy Review"
- 4) FIN.22.04 entitled "Audit Report of 2021 Statements". CARRIED.

E. Minutes

E.1 Previous Minutes

Under section A, Willi Wildman's time on the Board was incorrectly listed as one year only in 1995 – Willi was actually on the Board between 2015 to 2017. Under section F4.3, it was not mentioned that a request was made to send thank you letters to the supporters listed in the report (GOV.22.08 entitled *Strategic Planning Working Group Update-April*).

BMPL-Resolution 2022-053

Moved by Dorothy Cammaert and seconded by Joanne Vivona, THAT this Board approve as amended the Board minutes of April 21, 2022. CARRIED.

E.2 Business Arising from the Minutes

None.

F. 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.1 and within the Library Events Calendar.

The deadline for registration was Monday, May 16 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.

F.1 Deputations

None.

F.2 Public Input on the Agenda

None.

F.3 Correspondence

None.

G. Strategic Plan Updates & Action Items

G.1 Action Plan Updates

Report: ADM.22.13 entitled “Action Plan Update-May”

This report was reviewed. A number of items were added to the official document during closed session, which is not reflected in this report. Additional edits were incorporated and then the Plan was approved for 2022. The Board inquired about presenting the 2022-2026 Strategic Plan to the community (i.e., a Townhall presentation). Although renters of the Gallery are holding larger gatherings, Library staff are not. However, the link to the livestreamed presentation to Council will be provided on the BMPL website and social media. In addition, the Executive Summary is included in the Review, which is delivered to all households in The Blue Mountains.

BMPL-Resolution 2022-054

Moved by Maurice Pepper and seconded by Andrea Matrosovs, THAT this Board approve the BMPL 2022 Action Plan. CARRIED.

G.2 Strat Plan Pillar: Community Hubs

Report: Verbal Update on the Craigleith Heritage Depot renovations

The roof reconstruction continues towards completion. The new roofing product is nearly identical in appearance to the original materials, while being superior in wind resistance and overall longevity. Additional renovations will commence following the roof project. The turret will not be touched, except for some potential touchup work (painting, sandblasting etc.).

G.3 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.22.14 entitled “CEO Service Update—May”

The CEO discussed several service areas where the April 2022 numbers were lower than the ones recorded in April 2021:

- Physical Circulation: in 2021, the large number recorded for physical circulation was highly unusual. At this time, a lockdown had been implemented, preventing patrons from entering the Library to browse books. As a workaround, patrons were borrowing a large quantify of items, browsing those for materials they liked and then returning the rest.
- Digital Circulation: this number from 2021, like physical circulation, was highly unusual and attributed to the lockdown. Now that restrictions have relaxed, patrons feel they have more options than just digital materials. As a result, digital circulation has decreased.
- Gallery Attendance: virtual attendance is lower than in 2021, but that is due to more people now visiting exhibits in person.

The CEO emphasized that when comparing statistics from different years, the situation at the time (lockdowns, pandemic etc.) must be taken into consideration to account for the fluctuation of numbers.

Board meetings continue to be well attended virtually. The April Board meeting received 214 views on Facebook and 17 on YouTube. This was attributed to the flexibility the recorded meetings allow for viewers, who can see the meeting anywhere at any time.

G.4 Strategic Plan Pillar: Organizational Excellence

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

The Chair’s past month activities included:

- Organizing today’s Closed Session discussion.
- Meeting with the Mayor to present the Strategic Plan.
- Presenting the Strategic Plan to Council.

On June 2, the Chair and several staff will present the Year in Review to Council.

2. **Action Item OE2.3:** Complete annual policy review (Health & Safety, AODA)

Report: ADM.22.15 entitled “Annual Policy Review”

These policies were presented to the Board for their annual review and approval based on recommendations from the Joint Health and Safety Committee (JHSC):

- Annual Review Recommended
 - i. POL-ADM.2018.45-Commitment-to-Health-&-Safety
 - ii. POL-ADM.2018.47-Work-Alone
 - iii. POL-ADM.2018.48-Respectful-Workplaces [Staff Recommended edits]
- Amendments Recommended
 - i. POL-ADM.2018.46-Fire-Safety-&-Emergency-Preparedness
 - ii. POL-ADM.2018.49-AODA-Requirements-and-Employment-of-Individuals-with-Disabilities
 - iii. POL-ADM.2019.01-Fit-for-Work
 - iv. POL-ADM.2020.02-Working-from-Home-During-COVID
 - v. POL-PUB.2018.56-Accessible-Customer-Service
- New Policy
 - i. POL-ADM.2022.01-COVID-19-Vaccination-Supports

Several amendments regarding spelling and language use were requested including any use of the word “Users” be changed to “BMPL Users” due to its negative connotation. This edit will be applied to all BMPL policies.

BMPL-Resolution 2022-055

Moved by Maurice Pepper and seconded by Jesse Glass, THAT all references to “Users” in the BMPL policy documents be edited to “BMPL Users.” CARRIED.

BMPL-Resolution 2022-056

Moved by Joanne Vivona and seconded by Andrea Matrosovs, THAT this Board, having completed the annual policy approve the reauthorization of:

- i. POL-ADM.2018.45 Commitment to Health & Safety,
- ii. POL-ADM.2018.47 Work Alone, and
- iii. POL-ADM.2018.48 Respectful Workplaces;

THAT this Board approve amendments to:

- i. POL-ADM.2018.46 Fire Safety & Emergency Preparedness,
- ii. POL-ADM.2018.49 AODA Requirements and Employment of Individuals with Disabilities,
- iii. POL-ADM.2019.01 Fit for Work,
- iv. POL-ADM.2020.02 Working from Home During COVID, and
- v. POL-PUB.2018.56 Accessible Customer Service;

And THAT this Board approve:

- i. POL-ADM.2022.01 COVID-19 Vaccination Supports. CARRIED.

BMPL-Resolution 2022-057

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

H. Other Business

H.1 Q1 Finance Report

FIN.22.03 entitled *Q1 Balance Variance Report* was presented. This variance report is as at March 31, 2022. Of specific note:

- Development Charge: this asset sits at 2.3 million and is designated for library expansions. As discussion commences regarding East End operations, this is where funding would draw from.
- Gallery Reserve: this reserve has been built by commission and will be used in 2022 for various expenses.
- CHD Reserve: this large amount is important to have on call, as archival and museum items are not always readily available and must be purchased during the time that they appear on the market.

The current standing of specific departmental budgets is also available for viewing in this report.

H.2 Audit of the 2021 Financial Statements

FIN.22.04 entitled *Audit Report of 2021 Statements* was presented. The audit report of the 2021 Financial Statements, conducted by KPMG, demonstrated a clean audit. This was part of the Town's larger auditing process, who provided the BMPL with a summary sheet of its own finances as if a separate audit had been completed. Completing the audit through the Town is a significant cost savings. This year's audit will be uploaded to the BMPL website and sent to the Ministry as part of its yearly reporting. The Board approved the TBM's auditor of 2022 as its auditor based on the noted cost savings and positive reputation of said auditor.

BMPL-Resolution 2022-058

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the audit report of the Blue Mountains Public Library consolidated financial statements, 2021; and direct the CEO to release said audit as part of the annual report to the public. CARRIED.

BMPL-Resolution 2022-059

Moved by Gary Zalot and seconded by Andrea Matrosovs, THAT this Board approve the TBM auditor of 2022 as the Blue Mountains Public Library auditor. CARRIED.

I. Roundtable

I.1 Roundtable—General updates by the Board

1. Community Updates and News:

2. BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.

- [Springs Arts & Crafts: Air-Dry Clay Bowl](#) | May 14 @ 2pm | L.E. Shore
- [Pop-up GLAM](#) | May 20 from 10am-4pm | Ravenna Hall
- [Author Talk with Sean Dolan](#) | May 27 @ 2pm | L.E. Shore
- [Snacks for Kids - BVO Food Drive](#) | Launches June 1 | L.E. Shore
- [Pop-up GLAM](#) | June 3 from 10am-4pm | Ravenna Hall
- [Exhibit Launch: Meet the Jurors](#) | Launches June 4 | L.E. Shore

A pop-up GLAM is being held at Ravenna Hall every two weeks to meet rural needs. Services and service hours will be adjusted based on community feedback. In addition to this, the BMPL is looking to install book “lockers” at Ravenna Hall for patrons to pick up their holds. This would be an item for 2023.

BMPL-Resolution 2022-060

Moved by Dorothy Cammaert and seconded by Maurice Pepper, THAT this Board receive as information the Roundtable discussions. CARRIED.

J. Key Messages

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

BMPL-Resolution 2022-061

Moved by Joanne Vivona and seconded by Andrea Matrosovs, THAT this Board approve the release of the Key Messages Update-May 2022. CARRIED.

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on June 16, 2022, at 2:00p.m.

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

L. Adjourned

BMPL-Resolution 2022-062

Moved by the Chair, THAT this Board does now adjourn at 3:06p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Dr. Sabrina Saunders, Board Secretary