

The Blue Mountains Public Library Board Meeting

Meeting Date: November 17, 2022
Meeting Time: 2:00 p.m.
Location: Library Boardroom
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

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



When available, this Board meeting will be broadcast on the BMPL Facebook page and rebroadcast on the BMPL YouTube Channel. Technical difficulties with social media platforms are not sufficient reason to cancel/postpone a meeting. The Community is also welcome to be onsite for the meetings, or to present in either E1 or E2.

A. Call to Order

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

B. Agenda

- B.1 Approval of the Agenda

Recommended Motion

Moved by ___ and seconded by ___, THAT the Agenda of November 17, 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. Closed Session

The Board certifies that no other business will occur during the closed meeting other than listed on this agenda. The Board will return to open session following this portion of the agenda, and begin broadcasting at that time.

Recommended (Move, second)

*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 and labour relations**.*

The board moved into closed session at ____ pm

In Closed Session

Return to Open Session

The board rose returned to the public session at ____ pm

Recommended (Move, second)

THAT this Board approve all resolutions and recommendations made in Closed Session for public release.

D. 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.22.26 entitled “Action Plan Update-November”*
- 2) *ADM.22.27 entitled “Craigleith Heritage Depot Renovations”*
- 3) *ADM.22.28 entitled “CEO Service Update—November”*
- 4) *ADM.22.29 entitled “2023 BMPL Holiday Schedule”*
- 5) *ADM.22.30 entitled “Annual Report on Partnerships”*
- 6) *GOV.22.23 entitled “Board Evaluation Report 2022”*
- 7) *GOV.22.25 entitled “CEO Performance Appraisal”*
- 8) *GOV.22.26 entitled “Board Exit Interviews”*

E. Minutes

E.1 Previous Minutes

Recommended Motion

Moved by ____ and seconded by ____, THAT this Board approve as circulated the Board minutes from the Open Session of October 20, 2022.

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve as circulated the Board minutes from the Closed Session of October 20, 2022.

E.2 Business Arising from the Minutes

1. Update on Budget

Recommended Motion

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

F. Communications with the Board

Deadline for registration is Monday, November 14 at 2:00p.m.

F.1 Deputations

None Scheduled

NOTE: 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 an Open Meeting are considered part of the public record. This information may be posted on the Library website, included in Board packages, published in video record, and/or made available to the public upon request.

F.2 Public Input on the Agenda

NOTE: The Ministry of Heritage Sport Tourism & Culture Industries has directed Library Boards that meetings can proceed virtually as "Open" providing that the community may continue to participate virtually. Any individual may choose to register for a virtual link to participate in the Public Input virtually, or be present onsite for face to face meetings without registering. Said correspondence must meet the BMPL's [BLG.2018.6.7 Public Input on Agenda Items](#) criteria.

In addition to Correspondence, any members of the public who would like to attend the Board Meeting virtually 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. Visitors may also attend in person without registering.

F.3 Correspondence

None

Recommended Motion

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

G. 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.

G.1 Action Plan Updates

1. **Report:** ADM.22.26 entitled "Action Plan Update-November"

G.2 Strategic Plan Pillar: Community Hubs

1. **Report:** ADM.22.27 entitled “*Craigleith Heritage Depot Renovations*”

G.3 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.22.28 entitled “*CEO Service Update—November*”

G.4 Strategic Plan Pillar: Organizational Excellence

1. **Report:** *Verbal Report* entitled “*Chair’s Report*”
2. **Report:** GOV.22.23 entitled “*Board Evaluation Report*”
3. **Report:** GOV.22.25 entitled “*CEO Performance Appraisal*”
4. **Report:** GOV.22.26 entitled “*Board Exit Interviews*”
5. **Discussion:** *Orientation of the Incoming Board*
6. **Report:** ADM.22.29 entitled “*2023 BMPL Holiday Schedule*”
7. **Report:** ADM.22.30 entitled “*Annual Report on Partnerships*”
8. **Verbal Update:** *Charitable Status Application*
9. **Verbal Update:** *Banking Options*

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board authorize the Executive to establish a new High Interest Savings account with our bank of record.

Recommended Motion

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

H. Other Business

H.1

I. Roundtable

I.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
 - [Indigenous Food Event with Zach Keeshig](#) | November 17 @ 6pm | L.E. Shore
 - [Deadline to Apply for Board 2022-2026](#) | November 23
 - [Letters To Santa](#) | Starts November 24 | L.E. Shore
 - [Light Pollution: Much More Than Seeing The Stars](#) | November 24 @ 6pm | L.E. Shore
 - [Giving Tuesday](#) | November 29 | L.E. Shore
 - [Exhibit Launch: Faces and Places](#) | December 3 @ 2-4pm | L.E. Shore
 - [Christmas Shopping Spree](#) | December 3 @ 10am | L.E. Shore

- [A Very Vintage Christmas](#) | December 10 @ 10am | L.E. Shore

Recommended Motion

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

J. Key Messages

J.1 Key Messages Update

Recommended Motion

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

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting is January 19, 2023 at 2:00pm. The Board will set the time of day for future meetings at that time.

All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) page of Governance. This meeting, as the first of the Board Term, will be called by the CEO.

L. Adjournment

NOTE: The 2018-2022 Board remains in place until such time as the new Board has been appointed by TBM Council. While this is the last regularly scheduled meeting, if any pressing business arises, the Chair or any two members may call a special Board Meeting prior to the new Board's appointment.

Recommended Motion

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

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.26 Action Plan Update-November
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.26 entitled "Action Plan Update-November".

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

While this is the last report to this current Board, the final 2022 report will come to the newly installed Board in January 2023. At that time, we expect all but 4 items, two of which have been deferred to 2023 and 2 of which are items we are actively working to achieve, CH3.3 Improve OPAC Access and OE3.2 Complete application with CRA for charitable status.

As of the November Board Meeting, 94 of the 105 objectives have been complete or ongoing for a total of 90% success. There is also one additional item on the agenda to be discussed as part of this last regular meeting agenda of the Board.

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	<i>ongoing</i>
CH1.5	Identify and address at least 3 systemic challenges that limit community access to BMPL	CEO	December	<i>ongoing</i>
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	<i>ongoing</i>
CH2.4	Expand programs in the Craigleith area	CEO	September	<i>ongoing</i>
CH2.5	Develop homebound services for shut-ins and short/long-term disability community members	CEO	October	COMPLETE 6-16-2022
CH2.6	Enhance LES outdoor spaces for community enjoyment, programming, and education	CEO	September	<i>ongoing</i>

Goals	Outcomes	Lead Party	Expected Timing	Status
	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	COMPLETE 6-30-2022
	CH3.2 Repair The Gallery screen and projector system	CEO	July	COMPLETE 6-21-2022
	CH3.3 Improve OPAC access at LES	CEO	July	
Empowering Services	<i>Create a service model that reaches those who live, work, and play in The Town of the Blue Mountains.</i>			
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 7-4-2022 9-30-2022 11-8-2022
	ES1.2 Recruit and implement the 2022 Juried [art] Show to be held in The Gallery at L.E. Shore	CEO	June	COMPLETE 7-4-2022
	ES1.3 Complete the 11 th REEL History Film <i>Blue Mountain Pottery</i>	CEO	June	COMPLETE 7-14-2022
	ES1.4 Plan and implement the Blue Mountain Pottery Expo	CEO	June	COMPLETE 7-24-2022
	ES1.5 Evaluate gaps from new needs for OPLG Accreditation 2023	CEO	November	COMPLETE 10-12-22
	ES1.6 Promote educational resources and programming based around local Indigenous histories	CEO	September	COMPLETE 6-21-2022
	ES1.7 Expand learning opportunities for older adults by 5%	CEO	December	

Goals	Outcomes	Lead Party	Expected Timing	Status
	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	COMPLETE 8-1-2022 Current: 1,317
ES2 Support 21st century literacy through resources, opportunities and coaching.				
	ES2.1 Provide 75 digital literacy workshops for a variety of ages	CEO	December	COMPLETE 7-15-2022 Current: 182
	ES2.2 Offer Creator Space webinars and face-to-face opportunities.	CEO	Quarterly	COMPLETE 5-30-2022 7-4-2022 9-30-2022 11-8-2022
	ES2.3 Enhance understanding and appreciation of Indigenous ways of knowing, being and doing	CEO	June	<i>ongoing</i>
	ES2.4 Provide programming and resources on eco-consciousness and sustainability	CEO	June	<i>ongoing</i>
	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	<i>ongoing</i>
	ES3.2 Design and launch new Virtual Branch on BMPL's updated website	CEO	November	2023
	ES3.3 Increase Gallery virtual usage by 15% [3,200]	CEO	December	Current: 2,077
	ES3.4 Increase Library digital subscriptions usage by 15% [6,000]	CEO	December	Current: 2,708

Goals		Outcomes	Lead Party	Expected Timing	Status
	ES3.5	Increase Museum & Archives virtual usage by 5% [3,360]	CEO	December	COMPLETE 10-13-22 Current: 5,009
	ES3.6	Promote Virtual Branch e-learning opportunities	CEO	Quarterly	COMPLETE Q1 Q2 Q3 Q4
	ES3.7	Hold YouTube views stable, as the public returns to face-to-face interactions [38,000]	CEO	December	Current: 22,846
	ES3.8	Create a Community Builders webpage	CEO	August	2023
	ES3.9	Develop a list of skillsets to be included in the Community Builders webpage in 2023	CEO	December	2023
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	COMPLETE 9-22-2022
	OE1.7	Attend Board Assembly Meetings	Board	Semi-Annually	COMPLETE 4-9-2022

Goals	Outcomes	Lead Party	Expected Timing	Status
	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	COMPLETE 5-19-2022
	OE1.10 Develop orientation plan for new Board and Council	Board	November	<i>On Agenda</i>
	OE1.11 Update the CEO Job Description based on consultant feedback	Board	November	COMPLETE 7-6-2022
	OE1.12 Complete an exit interview of the 2018-2022 Board Members	Board	November	COMPLETE 10-19-2022
	OE1.13 Encourage eligible candidates to apply for Board membership 2022-2026	Board	November	<i>Ongoing</i>
	OE1.14 Provide an Information Session and website for potential Board Member Candidates	Board	November	COMPLETE 11-8-2022
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	COMPLETE 6-16-2022
	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	COMPLETE 10-20-2022
	OE2.9 Complete Annual Risk Assessment	CEO	April	COMPLETE 4-21-2022
	OE2.11 Complete the Annual Respectful Compliance	CEO	January	COMPLETE

Goals	Outcomes	Lead Party	Expected Timing	Status
	Report			1-20-2022
	OE2.12 Research ROI for Social Value Report	Board	June	Will use 2022 Statistics in March 2023
	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 7-4-2022 9-30-2022 11-8-2022
	OE2.17 Complete Board evaluation	Board	November	COMPLETE 11-7-2022
	OE2.18 Update Gap Analysis for LES and CHD buildings for Board and Council information	Board	November	COMPLETE 10-20-2022
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	<i>ongoing</i>
	OE3.3 Develop a calendar of potential charitable opportunities for upcoming & potential projects	CEO	August	COMPLETE 9-1-2022
	OE3.4 Identify up to 5 new opportunities which will further library partnerships and/or services	CEO	August	COMPLETE 9-1-2022
	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	COMPLETE Q1 Q2

Goals		Outcomes	Lead Party	Expected Timing	Status
					Q3 Next 12-22
	OE4.2	Provide Board Recruitment opportunities to Council through Committee of Whole	Board & CEO	September	COMPLETE 9-26-2022
	OE4.3	Grow partnerships for the mutual benefit of BMPL and stakeholders	CEO	December	<i>ongoing</i>
	OE4.4	Expand opportunities for underserved communities through partnerships	CEO	December	<i>ongoing</i>
	OE4.5	Plan at least one large community Truth & Reconciliation event, led by Indigenous partners	CEO	December	<i>ongoing</i>
	OE4.6	Provide (through partnerships) topical older adult programs	CEO	December	
	OE4.7	Demonstrating practical ways to implement sustainable operations practices	CEO	December	<i>ongoing</i>
	OE4.8	Participate in the TBM Accessibility and DEI committees	CEO	December	<i>ongoing</i>
	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	<i>ongoing</i>
	OE5.4	Increase social media number by 5% [3000]	CEO	June	COMPLETE 5-12-2022
	OE5.5	Increase social media number by an additional 10% [3300]	CEO	December	Current: 3,744
	OE5.6	Increase blog registrations by 4% [2,500]	CEO	June	COMPLETE 7-5-2022
	OE5.7	Increase blog registrations by an additional 10%	CEO	December	Current:

Goals	Outcomes	Lead Party	Expected Timing	Status
	[2,750]			2720
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	<i>ongoing</i>
OE5.10	Develop Advocacy Plan	Board	September	<i>ongoing</i>

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.26 *Craigleith Heritage Depot Renovations*
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.26 entitled "*Craigleith Heritage Depot Renovations*".

B. Background

In 2020 the CEO made notice that a partnership application with the Town had been submitted for a major renovation of the Craigleith Heritage Depot to address the 2018 Facility Conditions Report. At the September 2021 Board Meeting a detailed report on the approved grant and work to be done was presented (See attached). This report is an update to that original report.

C. Work to be Completed AT CHD

In partnership with the Town some work has already been completed. TBM has taken the lead on this project, as the facility is their asset.

Completed:

- The roof has been completed. The product selected is one which resembles cedar shakes, which would have originally been on this property. However, at the time of heritage designation the product would have been an asphalt shingle. Therefore, the quality and appearance of this product is a significant improvement.

Selected and Scheduled:

- The products installed at the time of heritage designation include single pane windows, new doors (both metal and wood), and replaced wood clapboard. Each of these products are being replaced with quality products which will resemble original and have significantly improved life expectancy. Each of the replaced doors will be replaced in 2022 with steel doors and trimmed out to look similar to the original doors. The only remaining original door to the facility will be sandblasted and painted out. This door will not be replaced. One of the addition doors will be removed and walled in which will provide a more functional flow for staff at the greeting station. The three working doors will also meet AODA and fire needs for egress, while being trimmed out to replicate a historic appearance.
- All windows will be replaced. Each of these are not original and are currently single pane. Trim work will be carefully removed from the windows and reused as these are either original or remilled to emulate original trim. Doors which had been replaced earlier in the decade with windows in them, will be replaced without the windows, as this would have been the original appearance, and is better for the museum artifacts inside.
- The wood siding is also being replaced as much of it is rotten. This board is being replaced with a composite board which looks like wood, but will have a much improved life expectancy.

- The colours of the building will also revert to a similar colour scheme to the original Grand Trunk Railroad colours, which is a light green and cream. Those who participated in the 2021 and 2022 consultation process on the museum and Craighleith meetings were asked of their preference between the current colour, which was that of the former Depot Fine Dining Restaurant; the Grand Trunk colours, which was the original station; and CN colours, which eventually bought out the line. Most were unaware of the original colours, but all agreed it would be a suitable change to revert back to a more historic colour scheme.
- The turret, which is original cedar shakes will be sandblasted and repaired, replacing only the individual shingles as required. Following this it will be painted out in a matching colour of the green walls. As this is the only area with paint, it will require a regular maintenance program to refresh this paint.
- Removal of walkways and flower beds will also occur as these were all put in above grade and above the building structure (burying the wood under stone and dirt). Work will be completed to regrade these, pulling them away from the structure, and ensure the envelope of the building is dry and protected.

Next Steps

- Following the exterior work, the HVAC which was installed some time back as a residential unit will be replaced with a more robust system appropriate to museums. To meet the needs of the museum this system will better monitor and maintain humidity levels, heat/cooling, and air exchange, assist us in meeting museum standards within the building.

D. Closure

Throughout this project there will be points where CHD will need to be closed. Announcements will be made on social media when this is required. We anticipate some single days where the facility may be closed, as well as a short duration of approximately two to three weeks. Staff will continue to work during this period, as they will be responsible for the collections during that time. Should they need to vacate the facility for safety on any days, they will be relocated to the L.E. Shore branch for these shifts where they will continue to complete Museum functions.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
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519-599-3681 extension 148

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: ADM.21.25 Craigleith Heritage Depot Renovation Project
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.21.25 entitled “*Craigleith Heritage Depot Renovation Project*”.

B. Background

In early 2020 the BMPL Staff and TBM Facilities staff drafted a grant application to the Investing in Canada Infrastructure Program (ICIO) Community Culture and Recreation (CCR) Funding Stream. As reported in the press in August, this project was awarded in the amount of \$406,250. As an infrastructure project, funding is expendable between 2021/22 through 2026/27 and this project is expected to be completed by March 31, 2024.

C. Approved Project Description

The approved project description for the ICIO-CCR Funding Stream is as follows:

Originally built in the 1880's as a train station, the Craigleith Heritage Depot is now a cultural landmark and community centre for the Town of the Blue Mountains and surrounding populations. The facility acts as a welcome centre, an archive, a museum, and a gathering hub for various activities.

This project will allow the facility to continue to appropriately serve the Town. It will be made more accessible, ensuring that everyone can enjoy the facility which includes museum, information, and library services. Third party condition assessments identified this building to be in Poor Condition (FCI of 48%). Renovations will bring this facility up to date and extend its life which will ensure a safe and healthy place of work and maintain a key historical and cultural centre for the Town.

The building needs new envelop components including roof, siding, accessible doors and fenestration. This building stores high value historical artifacts and a purpose designed HVAC system must be included in the renovation. Building mechanical will be overhauled to ensure proper air flow, interior climate, and air quality. In past years mold has been an issue due to failing HVAC and must be remediated as part of the project. Lastly, in renovation, key architectural elements must be maintained to ensure the history and prestige of the building is not lost.

Exterior work not including building envelop will include the following: rebuilding/regrading entrance to meet AODA standards and paving and properly marking the parking lot. Other minor alterations and modifications will be made to the property grounds to improve safety and protect the building. This includes building handrails, landscaping to improve visibility and improved lighting.

D. Heritage Building

The BMPL CEO and Curator will work closely with the TBM staff to assure the work done to the Craighleith Heritage Depot meets the conditions of the fund, meets the needs of the facility's use, and meets the criteria for preserving a heritage site (albeit not restoring to historic conditions).

Our community will be kept informed of steps along the project and will be directly included when it is time to choose the exterior colour for the newly renovated CHD. In the historic records, CHD was original a Grand Trunk Railroad Station and then became a CN Station. As a result, there are two options for reverting the colour of the building from the Depot Fine Dining Restaurant colours to one of the two railway station options. A survey or community feedback will be gathered during the project to gather preferences from our community.

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: ADM.22.28 CEO & Service Update-November
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.28 entitled "CEO & Service Update-November".

B. Background

The BMPL is comprised of a Gallery, Library, Archives 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 three Strategic Pillars and [Annual Action Plan](#).

C. Overview of Usage – October 2022

	CURRENT MONTH	PREVIOUS MONTH	YTD 2021	YTD 2022
	October	September 2022	October 2021	YTD Totals
Active Users ¹	4,561	4,514	4,098	4,561
Circulation	4,953	4,755	33,254	49,366
Digital Circulation	2,635	2,474	26,757	25,035
BiblioBoard On-line Exhibits ²	158	297	2,586	5,009
Research Requests	1	7	38	69
Gallery Attendance Virtual	160	141	1,932	2,077
Gallery Attendance Physical ⁵	1,690	1,365	N/A	38,443
Museum Visits	261	248	948	1405
Tours, Classroom Visits	506	185	693	2,783
Children's Programs	427	362	3,444	2,658
Teen Programs	14	8	214	431
Adult Programs	326	434	3,059	3,220
Seniors Programs	130	179	1,137	1,224
Technical Programs	357	417	4,038	3,614
Website [Virtual Branch] ³	10,069	10,425	3,914	99,237
YouTube Channel Views	2,569	1,783	29,398	22,846
Volunteer Hours	81	105.65	1,218	1,098.2
Outreach & Pop-up Events ⁴	2	3	N/A	44

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. Unique pageviews for www.TheBlueMountainsLibrary.ca
4. This number is of events, not attendance
5. The Gallery attendance tracking was begun in June of 2022 and is not accurate for the year.

D. The Gallery at L.E. Shore

The Gallery's November exhibit, **November Trio**, successfully launched with an open reception on October 29. It features the works of George Rutherford, Margaret Cora Schmor and P. Annie Churchill and runs until November 30. The virtual exhibit is available on the Gallery's [exhibits webpage](#).

On December 3, the annual [Christmas Craft Shopping Spree](#) will return with 10 local artists and artisans. Christmas shoppers can drop by anytime between 2pm and 4pm and browse through a Gallery filled with arts and crafts.

In conjunction with the Christmas Craft Shopping Spree, we will also be launching our December exhibit, [Sense of Place](#). Featuring the works of Judy Shield and Natasha Lehman. Meet the artists between 2-4pm, enjoy a glass of wine and get some last minute Christmas shopping in!

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

The BMPL last GoVAXX bus of the year was cancelled due to the Go Bus Driver stroke. In 2022 we have supported more than 800 community vaccinations. We look forward to participating in this program again in the Spring 2023

The Blue Mountains Public Library hosted a Sustainability Workshop based around Native Plants and Butterflies. This in-person workshop was hosted by two local field naturalists on the importance of planting native plants to support the monarch butterfly population and was attended by people of all-ages. Milkweed seeds were given away, in partnership with the Union for the Conservation of Nature. [ES2.4, ES2.5]

BMPL has teamed up again with BVO to present New Territory for Seniors Information Sessions on a monthly basis. These in-person sessions include a presenter, handouts, social time, and light refreshments. October was based on a Dementia Friendly Community, in partnership with Alzheimer's Society Grey- Bruce. BMPL also hosted a presentation about Responsible Investing for Seniors featuring a local investment advisor [CH1.3, CH2.7, ES 1.7]

L.E. Shore Library has added a new Outdoor Seating Space to be used for programming, story time, and for the general public to use as a green space. The materials and labour were donated by three local businesses, 13 Forty Landscapes, Oasis North, and Arb-Tech. [CH2.6]

BMPL's popular Kids Clubhouse, which takes place every week at L.E. Shore after-school and features STEAM programming for children 8-13 years has expanded to Craigleith Heritage Depot for a Friday afternoon program. Both LES and CHD programs are full.[CH2.4]

F. Archives and Museum at the Craigleith Heritage Depot

The Blue Mountain Pottery Calendar sales are going well. This fundraising calendar will help us create a book about Blue Mountain Pottery. This calendar includes images from our collection, follows a year of historical overview and is a great idea for a Christmas Gift. It does two things, it makes a great gift, and gives support to a new book. We are working with Conrad Biernacki, retired ROM employee who is working on the research and writing of the book.

Kaylyn Shaughnessy has been adding new content to our existing on-line exhibits. This includes new updated information for our Communities, Family Scrapbook and Our Military Heritage Collections. These on-line exhibit resources continue to be a great source of content for virtual visitors.

The Dorothy Crysler Bird Club is continuing to meet virtually. The group has decided to continue with members taking on the direction of the club. We encourage anyone interested in meeting up with other birders once a month to share their information in this friendly and open on-line forum to sign up on the BMPL calendar.

The Books on Deck Book Club has returned to the museum and is meeting again in person on the third Wednesday of the month. Its is now completely full and the members are excited to be back just as much as we are!

The museum accepted the donation of art assemblage created by LE Shore in the spring. It underwent conservation treatment and mounting over the summer. In October this large 7 foot x 7 foot art piece was installed at LE Shore Memorial Library in the vaulted wall above the fireplace.

G. Staffing

We would like to welcome back two staff, Ken Haig who took time to teach abroad, and Monica Norris. Both are back this month. Alessia Farris has been hired as Interim Curator and will begin transition work with Andrea Wilson starting November 1.

H. 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](#): 1566 [OE5.7]
- [In the Gallery](#): 421
- [Staff Picks](#): 305
- [Kids Zone](#): 182
- [Key Messages](#): 128

Board Meetings

Board meetings are broadcast on Facebook (live) and rebroadcast on YouTube. While the Board is meeting onsite and encourage the community to join us in person, we will continue to broadcast meetings. [CH3.1]

	Facebook	YouTube
October	16 views	14 views
September	29 views	18 views
July	23 views	33 views
June	34 views	31 views

May	28 views	19 views
April	217 views	24 views
March	80 views	27 views
February	51 views	21 views
January	58 views	41 views

Respectfully Submitted,

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Governance Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: GOV.22.23 2022 Board Evaluation
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendation

THAT this Board receive as information the Report GOV.22.23 entitled *"2022 Board Evaluation"*.

B. Background

Annually the Board completes a self-evaluation focusing on Board knowledge, Board relationships, the Board Chair, and the Relationship with the CEO. This report is completed using an online survey which will be reviewed in full in-camera by the Board, with a summary report received in Open Session.

C. Summary of Results

The Board completed its annual evaluation with 4 of 7 participating (57%). The evaluation of the Chair received a ranking of 100% of the members agreeing or strongly agreeing with the successful chairing of the Board and interacting with members. The CEO was ranked at a 97% on how the CEO interacted with the Board. From the 2020 and 2021 years, the Board evaluation demonstrated growth in successful involvement and interaction by the Board. The Board acknowledges the need to continue to build opportunities to work with key stakeholders.

On Behalf of the Board,
Dr. Sabrina Saunders, CEO

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Committee Report

The Blue Mountains Public Library Board

Report To: The Blue Mountains Public Library Board
Committee: CEO Evaluation Planning Committee
Report Name: *GOV.22.25 CEO Performance Appraisal*
Prepared By: Laurey Gillies, PA Committee Member
Joanne Vivona, PA Committee Member

Recommendations:

THAT this Board approve *GOV.22.25 CEO Performance Appraisal for 2022.*

Summary

The CEO is evaluated primarily on the achievement of organizational goals as outlined in the strategic plan. The CEO prepares a written overview of key achievements for the year and identifies key goals for the upcoming year. These are then discussed and revised with the Appraisal Committee and submitted to the Board for approval. The Committee, comprising Laurey Gillies and Joanne Vivona, met with the CEO on November 3, 2022. The appraisal document was attached for In-Camera discussions with the Board.

Comments by Board Review Committee:

The CEO has been highly successful in establishing BMPL as a valued partner and leader within the community. She stays abreast of Town issues and steps up to help move Town initiatives forward. Her role with Town staff and supporting the Board with Council has been key to BMPL's success this year.

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: GOV.22.26 Exit Interviews with the Board
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information GOV.22.26 entitled "Exit Interviews with the Board".

B. Background

At the September Board meeting, the Board provided direction for the Chair and CEO to participate in Exit Interviews with each of the six outgoing board members. Individual meetings were held on September 29th and October 19th. The following public report includes highlights from this process.

C. Summary

All Board members participated in these interviews. The comments were grouped into three areas:

1. Items which could inform discussions at the November 8th Board Candidate Information Session;
2. Areas of strength or improvement for consideration in the 2022-2026 Board; and
3. The experience of the current Board term.

D. Response Themes

November 8th Information Session Key Points

The comments focused on what areas a candidate should know about governance, meetings, and expectations. Additionally, orientation was discussed. This information was used in the November 8th Information Session presentation.

Strengths

Comments were that the meetings are run efficiently, materials were put out in a good amount of time, and are well prepared. The Chair and CEO were described by many as always well prepared. The virtual and live streamed meetings were described as positive, as members of the community can watch at their leisure. It also opened up opportunities for board members to attend when they may not have otherwise been available. While this was utilized due to the pandemic, many recommended it continue. The new connections between the Board and Council were also identified as strong and should be continued with regular presentations at Council and information meetings with the Mayor and members of Council.

Areas for Improvement

Some of the comments had to do with the pandemic and how there were no opportunities for the Board to work closely together in areas such as committees or robust discussions on topics. While it was not a case of improving the meetings itself, it was recommended by several members that there be opportunities for the Board to connect outside of meetings so that there would be better cohesion on the Board. This was a direct response to the lack of opportunities

to connect during the pandemic. All stated that moving back to in-person Board meetings would improve the cohesive nature of the Board and bring more opportunities for discussions on topics. In addition to the social cohesion of the board, there were comments that there was too much dependence on technology and not enough interaction. Comments also included giving more opportunity for members to craft the resolutions and more time spent on reminding members that any recommended motions are only recommendations and can be recrafted by the members; and that minutes could be more detailed with information about the discussions as well as the motions.

General Experiences

Members indicated that this term was not what they expected. A primary reason for wanting to join the Board (expansion and moving the project forward) was ended early in the term. Most significantly, the pandemic and virtual meetings moved the experience of working together as a team to a disjointed experience which did not allow for social experiences or strong discussion opportunities.

Respectfully Submitted,

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Exit Interview Questions:

General Questions:

- What did you enjoy most about your board service?
- What did you enjoy least? What would have made the experience better?
- What are the three most valuable lessons you have learned about governance matters?

Board Governance Questions:

- What are the primary attributes that made board meetings successful?
- How might we improve board meetings?
- Did you feel that your time was spent on important or valuable issues and tasks?
- Did you feel that you were able to make a difference?
- Did you feel that your opinions and contributions were heard and valued?

Professional Development Questions:

- Do you feel that you had access to the information and training necessary to be an effective board member and to make decisions at board meetings? If not, how can we improve?
- Did we use your talents effectively? If not, what steps can we take to ensure we do so with future board members?
- Would you like to stay involved in the organization moving forward? And if so, how?
- What could have made your experience better?

Future Planning Questions:

- Based on your experience, what advice about board service would you give to a new member of the board?
- What do you wish you had known when you joined the board but did not know?
- Are there any steps Chair and/or CEO can be taken to improve?

Resource:

[Before They Get Away: Board Member Exit Interviews \(December 22, 2021\)](#)

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.29 2023 BMPL Holiday Schedule
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board approve *ADM.22.29* entitled “2023 BMPL Holiday Schedule”, setting the holiday closures of the Blue Mountains Public Library facilities for 2023.

B. Background

Annually in November the Board approves the next year’s holiday schedule, as per *POL-2018.34 Public Holidays*.

C. Library Closures

The proposed dates for closure of the Blue Mountains Public Library facilities in 2023 are as follows:

- The Nine (9) Ontario Public Holidays
 - Sunday, January 1 New Year’s Day
 - Monday, February 20 Family Day
 - Friday, April 7 Good Friday
 - Monday, May 22 Victoria Day
 - Saturday, July 1 Canada Day
 - Monday, September 4 Labour Day
 - Monday, October 9 Thanksgiving Monday
 - Monday, December 25 Christmas Day
 - Tuesday, December 26 Boxing Day
- Additionally, BMPL shall be closed on the following Board Designated Holidays
 - Sunday, April 9 Easter Sunday
 - Monday, April 10 Easter Monday
 - Monday, August 7 Civic Holiday
 - Saturday, November 11 Remembrance Day
 - Sunday, December 24 Christmas Eve at 2:00pm
 - Sunday, December 31 New Year’s Eve at 4:00pm

Respectfully Submitted,

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The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.30 Annual Report on Partnerships
Prepared by: Mary Dodge, Manager of Community Outreach
 Emma Baker, Manager of Public Services

A. Recommendations

That this Board receive as information ADM.22.30 entitled “Annual Report on Partnerships”.

B. Background

This annual report is not intended to be an exhaustive list of all partnerships but is intended to highlight major partnerships and initiatives. BMPL strives to be a reliable and strong community partner in The Blue Mountains where contributions provide and/or promote services, events, programs, and activities to the community that is mutually beneficial to all partners.

The current Partnership Terms of Reference specifies 4 reasons partnerships are integral to BMPL:

1. Expand and enhance GLAM (Gallery, Library, Archives and Museum) services and programs in a sustainable way;
2. Enhance coordination and reduce overlap in efforts between organizations and agencies serving the Town of The Blue Mountains;
3. Increase impact and reach by bringing resources, developing and promoting local content to the community;
4. Support the Town of The Blue Mountain’s and broad-based community initiatives that advance The Blue Mountains economic, social, and cultural richness of the area.

C. BMPL Partnerships

Organization	Partner	Summary
Attractions Ontario		Attractions Ontario Reciprocal Program encourages residents and tourists to visit Ontario attractions and offer opportunities to partner with other member venues. Partnership commits to growing tourism across the province.
Beaver Valley Outreach (BVO)		Free Little Libraries provide greater book access across the Town of The Blue Mountains community where they can freely exchange non-circulating library materials with some locations also housing a Food Pantry.
	BM Pottery Expo	
	EarlyON	EarlyON Child and Family Centres provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs. It also supports parents and caregivers.

Organization	Partner	Summary
		BMPL promotes and distributes supporting materials for EarlyON program.
	Seniors	New Territory for Seniors Information Sessions & Answers4Seniors Presentations Housing Forum
	Children & Youth	Youth Food Drive
Blue Mountain Pottery Collectors Club	BM Pottery Expo	
Blue Mountain Wild School	Children & Youth Unschoolers Alternative Schoolers	Class Visits Library Tour Field Trip Use of exterior facility
Bluewater District School Board	Beavery Valley Community School	Earth Day Class Visits Gallery Visits
	Georgian Bay Community School	Free Little Libraries provide greater book access across the Town of The Blue Mountains community where they can freely exchange non-circulating library materials with some locations also housing a Food Pantry. The Georgian Bay Community School is a design and construction partner for the Free Little Libraries.
Canada Post	Thornbury Post Office	BM Pottery Expo
Centre for Equitable Library Access (CELA)	Partnership with CELA ensures BMPL can provide comprehensive accessible reading services, such as books and other materials to members with print disabilities in the format of their choice.	
Climate Action Now Network (CANN)	Provides a location for community members to access and collect native pollinator seeds for their gardens. Natural Burials Climate Change Film Series Native Plant and Natural World programming for youth	
Collingwood's Ukraine CAUSE	Support the unfolding humanitarian crisis in Ukrainian by being a drop-off location for medical supplies that are sent directly to Ukraine.	
Credit Counselling Society	Financial Literacy Webinars	
Dave Dick Real Estate	Reading Challenge for Youth (year-round)	
Events for Life	Adult Programming Library Tours Halloween Warming Station	
Farmer's Pantry	Children's Programming Apple Fair Sponsorship	

Organization	Partner	Summary
Georgian Bay Youth Roots	Skating Event Local high school exam destress Swimming Event High School BBQ for Youth	
Georgian Adult Learning Centre	Collingwood	Tech Help for Seniors
Georgian Triangle Humane Society	Early literacy programming	
Goldsmith's Orchard Market	Children's Programming Halloween Contest Apple Passport Program	
Government of Ontario	Ministry of Health	Mobile vaccine clinics get COVID-19 vaccines directly to people. Ensures greater access to medical services, ensuring healthy communities.
	Ministry of Transportation	Presentations: Winter Driving for Seniors License Renewal for Seniors
Grace United Church	Repair Café Housing Forum	
Grey Sauble Conservation	Grey Sauble Conservation has partnered with BMPL to offer Grey Sauble Conservation 2022 Membership Pass. Library patrons can borrow a pass that provides parking permit to 9 conservation properties throughout the Grey Sauble watershed. The partnership reduces barriers and encourages more people to get outside and enjoy the benefits of nature.	
Indigenous Sport & Wellness Ontario	Truth & Reconciliation Series	
Marsh Street Centre	Parenting Group Seniors Lunch & Learn	
Media Smarts	Media Literacy Week Children's Programming	
Municipality of Grey Highlands	Grey Highlands Public Library	BMPL has a full reciprocal program with GHPL, where residents of either municipality can obtain a library card and access materials.
Municipality of Meaford	Meaford Public Library	BMPL has a full reciprocal program with GHPL, where residents of either municipality can obtain a library card and access materials.
National Innovation Institute	STEM programming for Youth	
Ontario Parks	Ontario Parks has partnered with BMPL to offer six (6) Ontario Parks Day-Use Pass. Library patrons can borrow a pass that provides a day-use permit free of charge at more than 100 provincial parks.	

Organization	Partner	Summary
Pollinate TBM		In support of creating more eco-diverse spaces and supporting our natural habitat and wildlife, Pollinate TBM shared their plant expertise and green thumbs to refresh and replant areas of the Courtyard Garden. They also established a Canoe Butterfly Garden from a well-used canoe, and shared their knowledge through a tour and virtual program.
Public Health Ontario	Grey-Bruce	Fall Prevention
The Blue Mountains Review		Provides space for BMPL to promote programs and events, and electronically releases a copy of the BMPL monthly eNewsletter, Library News.
Rotary International	Thornbury & Clarksburg Rotary Club	Free Little Libraries provide greater book access across the Town of The Blue Mountains community where they can freely exchange non-circulating library materials with some locations also housing a Food Pantry. Truth & Reconciliation Series funding
Royal Astronomical Society of Canada		Astronomy Presentations and Programming for all-ages Annual Observatory Visit
Royal Canadian Legion	Branch 281	BM Pottery Expo Seniors Literacy Contest
Scientists in Schools		Children's Programming (Virtual) STEAM
Seniors Network Blue Mountains		TBM Seniors Programming: Seniors Fair Housing Forum
South Georgian Bay Media Association		VIVA: Virtual Interactive Volume Accelerator, is a series of workshops that will instruct participant film and television producers, and other creatives on the use of virtual production (VP) technology and how it can be applied to independent film and television production. Adventures in Filmmaking programs for Youth. Creating short animated and live-action films using the newest technology.
South Grey News		Grey County Reads
13 Forty Landscaping		Donated materials and labour for Outdoor Seating Space at L.E. Shore Library
Thornbury Business Improvement Area (BIA)		BM Pottery Expo
Town of Collingwood	Collingwood Museum	BM Pottery Expo
Town of The Blue Mountains	Communications & Economic Development Department	Movies in the Parks supports family-friendly outdoor events that promote family bonding. Partnership brings literacy and childhood development to the program, and also provides an opportunity to promote GLAM services.

Organization	Partner	Summary
		The new resident package distributed by the Town ensures every household in The Blue Mountains feels welcome and is aware of the community services. BMPL contributes adding information about GLAM services, programs, and helps households activate their library cards.
	Community Services	BM Pottery Expo
	Fire Department	Fire Prevention Youth Event
	Parks Department	In support of creating more eco-diverse spaces and supporting our natural habitat and wildlife, compost and mulch were delivered and provided to ensure the Pollinator Garden and Canoe Butterfly Garden at L.E. Shore were well planted.

Respectfully Submitted,

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