
Board Meeting

Meeting Date: September 15, 2022
Meeting Time: 2:00 p.m.
Location: The Gallery at L.E. Shore or via Facebook Live
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 in the Gallery for 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 September 15, 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.22.20 entitled “Action Plan Update-September”
- 2) ADM.22.21 entitled “CEO Service Update-September”
- 3) GOV.22.20 entitled “Legacy Report”

D. Minutes

D.1 Previous Minutes

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve as circulated the Board minutes of July 21, 2022.

D.2 Business Arising from the Minutes

1. Investment Update

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, September 12 at 2:00p.m.

E.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.

E.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.

E.3 Correspondence
None

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

2. **Report:** ADM.22.20 entitled “Action Plan Update-September”

F.2 Strategic Plan Pillar: Community Hubs

1. **Report:**

F.3 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.22.21 entitled “CEO Service Update-September”

F.4 Strategic Plan Pillar: Organizational Excellence

1. **Report:** Verbal Report entitled “Chair’s Report”
2. **Report:** Verbal Update on Sept 12, 2022 TBM Deputation on Board Recruitment
3. **Report:** GOV.22.20 entitled “Legacy Report”
4. **Discussion:** Board Exit Interviews
5. **Discussion:** CEO Evaluation Committee

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board appoint ___ to conduct the evaluation of the CEO for the 2022 fiscal, including reviewing the CEO Job Description and bringing any recommended revision back to the Board.

Recommended Motion

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

G. Other Business

G.1 .

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
 - [TBM Meet the Candidates Series](#) | Monday Nights @ 5pm | L.E. Shore
 - [Pop-up GLAM at Ravenna Hall](#) | September 9 @ 1:30pm | Ravenna Hall
 - [Poetry Reading with Susan Haldane](#) | September 10 @ 2pm | L.E. Shore
 - [GoVAXX Bus](#) | September 13 @ 11am – 7pm | L.E. Shore Parking Lot
 - [Kids Clubhouse After School Program](#) | Launches September 13 @ 3:30pm | L.E. Shore
 - [Kids Clubhouse at The Craigleith Heritage Depot](#) | Launches September 16 @ 4pm | Craigleith Heritage Depot
 - [Apple Fun Fair](#) | September 20 @ 3:30pm | L.E. Shore
 - [Fall No-Bake Recipe Series](#) | September 24 @ 1pm | L.E. Shore
 - Deputation | September 26 | Council Chambers or Livestream
 - [Exhibit Launch: October Duo](#) | Launches October 1 | L.E. Shore

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-September 2022.

J. Notice of Meeting Dates

The next regularly scheduled Board Meeting is October 20, 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.

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.20 Action Plan Update-September
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.20 entitled "Action Plan Update-September".

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, 55 of the 105 objectives have been complete with another 16 ongoing (68%) and 2 on the agenda to be discussed as part of this month's agenda.

D. Areas of Concern

A few of these areas may not be successful in 2022. Examples and explanations are below:

- ES3.1 Research and Design new BMPL website. This will occur primarily in 2022, but the launch date will be in January 2023.
- ES3.2 Design and launch new Virtual Branch (on the new BMPL website). As a result of the launch of the new website in 2023, this item will be created, but not realized until January 2023.
- ES3.4 Increase Library digital subscriptions by 15%. As a result of Ancestry no longer being available free to libraries, the high usage software will result in a loss of online usage.
- ES3.8 Create a Community Builders website. Even with a new website coming, this will occur and is pushed to Fall 2022.
- OE3.5 Increase revenue from grant initiatives by 7%, With the CRA charitable status still pending, no new grant access has been possible. Several areas have been identified for when this option presents itself.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
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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		Provide spaces to connect, explore and create			
CH1	Foster social cohesion in a time of growth and challenges.				
	CH1.1	Develop relationships with Seasonal Agricultural Employees and Agricultural Community	CEO	June	ongoing
	CH1.2	Reflect and celebrate Indigenous cultures, histories, and collections	CEO	December	ongoing
	CH1.3	Reduce social isolation for older adults through community hub access	CEO	December	ongoing
	CH1.4	Hold listening sessions with community partners around Diversity Equity & Inclusion (DEI)	CEO	December	ongoing
	CH1.5	Identify and address at least 3 systemic challenges that limit community access to BMPL	CEO	December	ongoing
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	ongoing
	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	ongoing
	CH2.4	Expand programs in the Craighleith area	CEO	September	ongoing
	CH2.5	Develop homebound services for shut-ins and short/long-term disability community members	CEO	October	COMPLETE 6-16-2022

Goals		Outcomes	Lead Party	Expected Timing	Status
	CH2.6	Enhance LES outdoor spaces for community enjoyment, programming, and education	CEO	September	<i>ongoing</i>
	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 ➤ ➤
	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	
	ES1.6	Promote educational resources and programming based around local Indigenous histories	CEO	September	COMPLETE 6-21-2022 <i>ongoing</i>
	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: 976
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: 130
	ES2.2 Offer Creator Space webinars and face-to-face opportunities.	CEO	Quarterly	COMPLETE 5-30-2022 7-4-2022 ➤ ➤
	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	COMPLETE <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	
	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: 1,543
	ES3.4 Increase Library digital subscriptions usage by 15% [6,000]	CEO	December	Current: 1,976
	ES3.5 Increase Museum & Archives virtual usage by	CEO	December	Current:

Goals		Outcomes	Lead Party	Expected Timing	Status
		5% [3,360]			
	ES3.6	Promote Virtual Branch e-learning opportunities	CEO	Quarterly	COMPLETE Q1 Q2 Q3 ➤
	ES3.7	Hold YouTube views stable, as the public returns to face-to-face interactions [38,000]	CEO	December	Current: 18,877
	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	
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	On agenda
	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

Goals	Outcomes	Lead Party	Expected Timing	Status
	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	
	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	
	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	
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	
	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 ➤ ➤
	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	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 ➤
	OE4.2	Provide Board Recruitment opportunities to Council through Committee of Whole	Board & CEO	September	
	OE4.3	Grow partnerships for the mutual benefit of BMPL and stakeholders	CEO	December	ongoing
	OE4.4	Expand opportunities for underserved communities through partnerships	CEO	December	ongoing
	OE4.5	Plan at least one large community Truth & Reconciliation event, led by Indigenous partners	CEO	December	ongoing
	OE4.6	Provide (through partnerships) topical older adult programs	CEO	December	
	OE4.7	Demonstrating practical ways to implement sustainable operations practices	CEO	December	
	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	ongoing
	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: 3,098
	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]			2,505
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>On agenda</i>

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.22.21 CEO & Service Update-September
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.22.21 entitled "CEO & Service Update-September".

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 – August 2022

	CURRENT MONTH	PREVIOUS MONTH	YTD 2021	YTD 2022
	August	July 2022	August 2021	YTD Totals
Active Users ¹	4,445	4,459	4,115	4,445
Circulation	5,633	5,420	21,999	39,658
Digital Circulation	2,750	2,395	21,803	19,926
BiblioBoard On-line Exhibits ²	115	162	2,313	4552
Research Requests	0	6	32	61
Gallery Attendance Virtual	N/A	N/A	1,778	N/A
Gallery Attendance Physical	12,141	12,141	N/A	26,753
Museum Visits	306	281	817	1,559
Tours, Classroom Visits	0	33	75	2,092
Children's Programs	339	283	2,932	1,869
Teen Programs	13	12	202	401
Adult Programs	275	721	2,166	2,319
Seniors Programs	64	82	1,003	900
Technical Programs	336	222	3,441	2,840
Website [Virtual Branch] ³	9,615	11,511	3,465	78,743
YouTube Channel Views	1,714	2,011	15,689	18,494
Volunteer Hours	55.5	180	949	908.5
Outreach & Pop-up Events ⁴	7	15	N/A	39

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

D. The Gallery at L.E. Shore

During July and August, The Gallery hosted the 2022 Juried Art Show. This exhibit featured over 30 local artists and photographers of varying ages and mediums, including painting, sculpture and photography. A total of 13 awards were won by participants, including a People's Choice award voted by the public. After a successful two month run, the exhibit closed on August 31st.

On September 3rd, *Outdoor Adventures* launched, featuring the works of Gordon Walker, Mary-Jane Jones, and Robert Pointer. This exhibit celebrates our community's outdoor beauty and year-round activities. The virtual exhibit can be found on the Gallery's [Exhibits webpage](#).

In October, The Gallery will host *October Duo*, featuring the works of Bill McCann and Michael Black. This exhibit launches on October 1st with a reception from 2-4pm. All are welcome to attend.

The deadline to apply to exhibit in The Gallery in 2023 has been extended until end of day September 11th. More information, including how to apply, can be found on The Gallery's [website](#).

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

The BMPL plans to host our 3rd GoVAXX bus visit on September 13th. A final visit is scheduled for October 21st from 11am-4pm.

The Blue Mountains Public Library continues to promote Indigenous resources in July and August by creating both in-person and virtual Indigenous resources guides. A brochure was created "How to be an Indigenous Ally" which was shared with local community residents and on social media. [CH1.2, ES1.6]

L.E. Shore Library partnered with the Georgian Triangle Humane Society for an Early Literacy Program. This partnership event brought attention to local animals in need of adoption and at the same time, encouraged children to read to shelter kittens to improve their confidence in reading aloud [OE4.3]

Monthly Author Talks at L.E. Shore have resumed to in-person presentations. L.E. Shore hosted local authors, Katie Zdybel and Brock Turner in the Summer months for conversations, and connection with an audience of older adults and children. These all-ages events were well attended and will be featured in the Blue Mountain Review with an article written by Robert Burcher. L.E. Shore also hosted a live audience recording of a new podcast called The Author's Voice. [CH1.3, CH2.7]

BMPL hosted an intergenerational summer photo contest throughout the summer. Community members of all-ages are encouraged to submit their photo entries "Animals of Summer" through social media or virtually. The Cheese Gallery donated the winning prizes. [ES1.8]

F. Archives and Museum at the Craigleith Heritage Depot

The Blue Mountain Pottery Expo was a great success and we had visitors from around the world, as far away as Australia, Italy and Germany as well as across Canada. The Blue Mountain Pottery film was well received and will be on its way to film festivals around the world.

The museum is fundraising to produce a book on the history of Blue Mountain Pottery. Conrad Biernacki, a recent ROM retiree is writing the book in partnership with the museum. A beautiful fundraising calendar featuring images from the collection and historical highlights throughout the year is now on sale. All proceeds from the calendar will go toward the publication of the book.

The Mapping Ravenna outreach programme brought new information forward and provided a great afternoon of community connection. It was a full afternoon with visitors dropping in and sharing their memories, images, documents and history. Prior to and after the event historical information came into the museum from far and wide to add to the community knowledge base. It was a great afternoon that flew by for all those in attendance.

A new exhibit entitled Fossils Uncovered! has been created by our summer student Andrea Blais. It includes interactive components to share the remarkable natural history on our doorstep.

G. Community Outreach

Our next community outreach session will be the Board Information Night, planned for November 8th. Additionally, BMPL is a host site for the weekly All Candidate Meetings happening Mondays through the election.

H. Staffing

Our Manager of Community Engagement is now off on a maternity leave. We wish Mary, her husband and new daughter all the health and happiness in this first year of their new family.

Our Communications Specialist has left BMPL to take on the communications and fundraising of a major charity in Grey Bruce. We wish Hannah good hunting! With this turnover, BMPL will be bringing in a new staffer in the coming weeks who will focus on the marketing needs of BMPL. We are excited to announce that Franz, the CEO's Assistant, has added the administration of the Gallery contracts and Arts & Culture Council support under his position.

We will bid farewell to the museum summer student Andrea Blais this month as she returns to university.

I. 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](#): 1557 [OE5.7]
- [In the Gallery](#): 397
- [Staff Picks](#): 297
- [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.

While the Board is meeting onsite and encourage the community to join us in the Gallery, we will continue to broadcast meetings. [CH3.1]

	Facebook	YouTube
July 2022	23 views	24 views
June 2022	33 views	26 views
May 2022	28 views	17 views

Respectfully Submitted,

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The Blue Mountains Public Library Legacy Document

Intro/Purpose

The Blue Mountains Public Library Legacy Document is intended to be a hand-off document between the 2018-2022 Board and the incoming 2022-2026 Board. In the final year of the four-year cycle, this incoming Board will complete a similar document to assist the next incoming Board in having a better understanding of the environment.

This document is comprised of four areas:

- Key Documents for Review
- Key Advocacy Efforts
- Legacy Discussions: An Environmental Scan

Key Documents for Review

Strategic Plan 2022-2026

The BMPL Board has developed a number of documents which will inform the incoming Board's activities. Primary of these is the [Strategic Plan 2022-2026](#) which was developed over 14 months and based on extensive community consultation.

Falling out of that plan are the Annual Action Plans. The BMPL Board developed our [2022 Action Plan](#) which includes the achievements to date. It **has also developed a draft for the 2023 year** to assist the incoming Board. These plans include the key areas of administration, operations and governance which the BMPL team, inclusive of the Board, believe are next steps on the road to achieving the strategic directions.

Memorandum of Understanding (2018)

In 2018, TBM (Town of the Blue Mountains) and the BMPL Board developed a [Memorandum of Understanding](#) (MOU) which outlines the roles and responsibilities of each body. It includes schedules for relationships and expectations between BMPL and the various TBM Departments in such areas as finance, HR, shared resources, IT, facility use and maintenance.

Funding Agreement (2022-2024)

Effective in 2022, the TBM Council approved a new [funding agreement with BMPL](#). It provides 6% of the previous year's TBM tax levy to fund the Board-approved budget and reserves. This agreement stands for three years with an automatic renewal option.

Building Conditions Report

In 2018 a study was completed by TBM of all of its facilities, including the [L. E. Shore](#) library (LES) in Thornbury and [Craigleith Heritage Depot](#) (CHD). This study focused on infrastructure needs and the resulting Building Conditions Report provided a basic maintenance and repair schedule to be completed over the next twenty years. The BMPL CEO identified additional needs which, if acted

upon, would prevent major issues in the future. Some headway was made on the infrastructure issues, but the planned investments of 2020 and 2021 were delayed due to costs of the pandemic.

Updated Gap Analysis Feasibility Study

As discussed in the Building Conditions Report section, the ongoing maintenance, repair and renovations of our 28-year-old L.E. Shore facility and historic Craigleith Heritage Depot railway building is an ongoing process. The Updated Gap Analysis Feasibility Study is a compendium to the Building Conditions Report which addresses our usage of the spaces and needs to meet ongoing service model advancements. This document was originally presented in 2019 to Council but has been updated in 2022 for areas of needs which are outstanding.

Year in Review

After publishing a print Annual Report entitled the [Year in Review](#), the Board moved to a video version for the 2020 fiscal. This format was widely accepted with great uptake. It was again completed for 2021. These are available on the BMPL website, on the YouTube channel and promoted in our many social media forums, newsletters, and through Council.

Key Advocacy Efforts

Advocacy is one of the pillars of focus for any strong Board, the BMPL GLAM (Gallery, Library, Archives and Museum) Board is no different. Below are the four areas of advocacy that have been ongoing and will rollover into the 2023 year.

Key Supporter Initiative

The Board, realizing that advocacy is a community-wide initiative, moved away from being a board of seven people advocating alone, to begin to design a “brigade” of key supporters who could assist us in the mission to keep our GLAM strong and supported. At the May 2022 annual planning meeting, the Board began looking at how to develop Key Supporters. This information will be made available to this Board so you can begin this term with some of the research and considerations of the past four or more years.

Expansion of East End

Our community was clear that the Craigleith Heritage Depot, while fantastic as a museum, is not meeting needs as their community library branch. Council has heard this and the cry for improved services to the East end and is looking at a campus on County Road 19 which could include a library branch and other municipal services. While the campus project is in its infancy stage, much of the BMPL work on needs has been completed and is ready to be folded in. The BMPL Board will need to advocate for us to remain in that plan as the new Council sets directions for the East End Campus.

Renovation of Craigleith Heritage Depot

Many of the CHD needs are being addressed in 2022. The primary need remaining with the current structure will be the implementation of a museum-quality HVAC and hermetic system. However, if the East End Campus does not occur, the CHD facility will need to be further evaluated to determine how best to provide library services to the area.

Retrofit of L.E. Shore

While we are advocating for the East End hub or campus, we must also remember that LES is one of the main community centres of the West End of the municipality. The 28-year-old building, while an

award-winning facility in 1995, is becoming dated and in need of ongoing renovations and repairs. These are the responsibility of the TBM, as it is their facility. Interior furnishings can be requested of Council via taxation or be included in our own budgets, when funds are available.

Legacy Discussions: An Environmental Scan

The Board believes the following are the major achievements, challenges, strengths and weaknesses of the outgoing Board. Key Lessons Learned and Board Recommendations are also highlighted here. These are provided as an environmental scan of the situation in which the incoming Board will enter.

What are the Board's Major Achievements?	What are the Board's Major Challenges?
<p><i>Funding Model</i></p> <ul style="list-style-type: none"> • 6% tax levy established • Rollover and reserves established • Pay equity & pay grid in alignment with TBM <p><i>Governance</i></p> <ul style="list-style-type: none"> • By-laws regularly reviewed and updated • Board recruitment • Committees aligned with our Strategic Plan Pillars • Annual Board Evaluation <p><i>Communications</i></p> <ul style="list-style-type: none"> • Board meetings online and increased community uptake • Ongoing Communication (e.g. Town Halls, mailed newsletters, Key Messages) • Council communications • One-to-One meetings by Board members with Mayor and Council members • Video Year in Review annual report <p><i>Cited by Libraries as Good Models</i></p> <ul style="list-style-type: none"> • Strategic Plan • Action Plan • Funding Model 6% tax levy • Implementation of the MOU 	<p><i>With the Town</i></p> <ul style="list-style-type: none"> • Being included in the TBM official documents and studies • Presentation of expansion plans to a new Council without early discussions • Achieving the Building Conditions Report needed repairs and maintenance schedules <p><i>Serving our Entire Community</i></p> <ul style="list-style-type: none"> • Serving our increase of population • Serving rural communities (where they live) • Service model for the east end and size limitations of museum <p><i>Pandemic & Continuity of service</i></p> <ul style="list-style-type: none"> • Policy revision for pandemic operations • Business Continuity Plan • Pandemic Plan • Board meetings being moved to a virtual environment while still meeting "Open" status.

What are the Board's Major Strengths?	What are the Board's Major Weaknesses?
<p>Governance</p> <ul style="list-style-type: none"> • Board evaluation annually • Relationship with Mayor and Council • Livestreamed/YouTube available Board Meetings • Strategic Plan and Action Plan to guide the Board discussions • Town Halls <p>With Town</p> <ul style="list-style-type: none"> • Defined roles and links with TBM • Budget model at 6% of tax levy agreement • MOU as a guide for addressing roles and responsibilities • Supportive and engaged Councilors on our Board 	<p>Advocacy</p> <ul style="list-style-type: none"> • Overcoming the preconceived notions of what libraries are and do • Getting "GLAM" understood by our community • Knowing who our key supporters are and how to connect to them • Slow to establish communication ongoing with Mayor and Councilors <p>Board Complement</p> <ul style="list-style-type: none"> • More diverse Board • Board with younger members • Engaging new residents to join the Board • Board members having a diverse social network within the community • Board members who bring interest in Gallery and Museum <p>Pandemic Impacts</p> <ul style="list-style-type: none"> • Online format restricted board discussions
What key lessons have we learned?	Recommendations to the new Board
<ul style="list-style-type: none"> • Need to consider the process to bring a long-term project (like a building) to success within the context of four-year Council terms • Previous Council does not represent new Council interests • Nurture Council relationships through personal connection and appearances at Council meetings. • Need to demonstrate to Council the value of the library to community • Supporting Town initiatives shows we are a good partner for them 	<p>Relationship with Council [Councilor & Mayor]</p> <ul style="list-style-type: none"> • Chair/Mayor regular meetings are essential • Continue to make regular information deputations to Council • Meet individually with Council members and nurture those relationships • Demonstrate the library's contributions to the community so community and Council are very aware of our importance in the fabric of TBM • Recognize expansion is a multi-year plan <p>Key Supporters Initiative</p> <ul style="list-style-type: none"> • Develop partnerships with key groups • Be aware of perceptions of community members and groups of BMPL • Pursue development of key supporters • Address concerns of non-supporters