
The Blue Mountains Public Library Board Meeting

Meeting Date: November 17, 2022
Meeting Time: 2:00 p.m. following the Closed Session
Location: Via Web/Phone Conference due to Pandemic
Broadcast Live on Facebook
Posted to [YouTube](#)
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board
Franz Greenfield, Administrative Assistant

In Attendance: Laurey Gillies (Chair) Maurice Pepper (Vice Chair) Jesse Glass
Joanne Vivona Gary Zalot

Absent: N/A
Regrets: Dorothy Cammaert
Andrea Matrosovs

Staff: Dr. Sabrina ER Saunders, CEO
Franz Greenfield, Administrative Assistant

The Board Package circulated to the public via the BMPL Event Calendar included login information request for both Internet and toll-free phone access to the open Board meeting. This meeting was also broadcast live on Facebook as part of the 2022 pandemic Board communications.

A. Call to Order

The Board meeting, via Zoom, was called to order by the Chair at 2:04p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2022-106

Moved by Joanne Vivona and seconded by Jesse Glass, THAT the Agenda of November 17, 2022, be approved as circulated, including any items added to the Agenda. CARRIED.

B.2 Declaration of Pecuniary Interest and General Nature Thereof

None.

C. 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.

BMPL-Resolution 2022-107

Moved by Gary Zalot and seconded by Joanne Vivona 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*. CARRIED.

The board moved into closed session at 2:08p.m.

See Closed Session Minutes.

Return to Open Session

The board returned to the public session at 2:35p.m.

BMPL-Resolution 2022-111

Moved by Joanne Vivona and seconded by Gary Zalot, THAT this Board approve all resolutions and recommendations made in Closed Session for public release. CARRIED.

Closed Session Resolutions:

BMPL-Resolution 2022-108

Moved by Gary Zalot and seconded by Jesse Glass, THAT this Board approve as circulated the Closed Agenda of November 17, 2022. CARRIED.

BMPL-Resolution 2022-109

Moved by Joanne Vivona and seconded by Maurice Pepper, THAT this Board approve the CEO's 2022 Performance Appraisal. CARRIED.

BMPL-Resolution 2022-110

Moved by Jesse Glass and seconded by Joanne Vivona, THAT this Board does now adjourn from Closed Session at 2:35p.m. CARRIED.

D. Reports to be "Received as Information"

All reports to be received as information were received with additional discussion occurring as the items arose within the agenda.

BMPL-Resolution 2022-112

Moved by Joanne Vivona and seconded by Maurice Pepper, 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" CARRIED.

E. Minutes

E.1 Previous Minutes

BMPL-Resolution 2022-113

Moved by Joanne Vivona and seconded by Maurice Pepper, THAT this Board approve as circulated the Board minutes from the Open Session of October 20, 2022. CARRIED.

BMPL-Resolution 2022-114

Moved by Joanne Vivona and seconded by Maurice Pepper, THAT this Board approve as circulated the Board minutes from the Closed Session of October 20, 2022. CARRIED.

E.2 Business Arising from the Minutes

1. Update on Budget

This item has been deferred to the next Board, but the CEO provided an update: Council previously requested that a 4% Cost of Living increase be built into the 2023 budget; however, Council is now exploring basing wages on the actual CPI index as of September, which increases the amount to 8.9%. Under this increase, the Library would not have the ability to offer services, but it was noted that this is not the Council's final decision.

BMPL-Resolution 2022-115

Moved by Jesse Glass and seconded by Gary Zalot, THAT this Board receive the discussions as information on the Business Arising from the Minutes. CARRIED.

F. Communications with the Board

In the event of public attendance, microphones are muted during the meeting and engaged for participants of Deputations or Public Input on the Agenda. No members of the public requested login credentials prior to the meeting as instructed to do so in the Agenda section F.2 and within the Library Events Calendar.

The deadline for registration was Monday, November 14 at 2:00p.m. No members of the public were present in the Zoom meeting, but members of the public were present live on Facebook for viewing only.

F.1 Deputations

None.

F.2 Public Input on the Agenda
No members of the public were present.

F.3 Correspondence
None.

G. Strategic Plan Updates & Action Items

G.1 Action Plan Updates

1. **Report:** ADM.22.26 entitled *"Action Plan Update-November"*
This report was reviewed. 90% of objectives are ongoing or complete.

G.2 Strategic Plan Pillar: Community Hubs

1. **Report:** ADM.22.27 entitled *"Craigleith Heritage Depot Renovations"*
This report outlines the renovations completed, as well as work scheduled for completion. There are currently no plans to pave the parking lot.

The Depot is closed and will continue to be so at different times, including a short duration of 2-3 weeks. The Depot staff will continue to work on site (as renovations permit), at home or at the Library facility.

G.3 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.22.28 entitled *"CEO Service Update—November"*
This report was reviewed.

G.4 Strategic Plan Pillar: Organizational Excellence

1. **Report:** Verbal Report entitled *"Chair's Report"*
 - Completed CEO evaluation.
 - Participated in the November 8 Board Info Session, which had six participants.
2. **Report:** GOV.22.23 entitled *"Board Evaluation Report"*
Annually the Board completes a self-evaluation focusing on Board knowledge, Board relationships, the Board chair and relationship with the CEO.
The complete evaluation was reviewed by the Board in closed session, with this summary report released to the open session. 4 out of 7 of the Board members participated. Overall, the responses were highly positive, while acknowledging the need to continue to build opportunities with key stakeholders.
3. **Report:** GOV.22.25 entitled *"CEO Performance Appraisal"*
The CEO evaluation, based primarily on achievement of organizational goals, was highly positive.
4. **Report:** GOV.22.26 entitled *"Board Exit Interviews"*
The summary of responses at the exit interviews, including strengths and areas of improvement for the Board, was presented. The policy entitled *POL-BLG.2018.10 Powers and Duties of the Board* was edited to include the requirement to hold

interviews with resigning members or with members exiting at the end of a Board's term.

BMPL-Resolution 2022-116

Moved by Jesse Glass and seconded by Joanne Vivona, THAT this Board approve the amendment of *POL-BLG.2018.10 Powers and Duties of the Board*. CARRIED.

5. **Discussion:** Orientation of the Incoming Board
Orientation for the new Library Board will be a full day session. The Board gave suggestions for orientation:
 - Give overview of legacy documents
 - Give overview of GLAM services
 - Give tour of the library facility
 - Review policy *POL-BLG.2018.99 Agenda & Multi-Year*
 - Avoid overwhelming Board members with too much information (especially related to legislation)
 - Explain related technology (Town emails, fobs etc.)
 - Create list of commonly used acronyms (GLAM, LES etc.)
6. **Report:** *ADM.22.29* entitled “2023 BMPL Holiday Schedule”
This report outlines the dates the BMPL facilities will be closed in 2023.
7. **Report:** *ADM.22.30* entitled “Annual Report on Partnerships”
This report was reviewed. It was suggested that it be given to the new Board when discussion about key supporters commences to give an overview of established connections.
8. **Verbal Update:** Charitable Status Application
The Board successfully established itself as a non-profit with a non-profit number in 2021, which allowed it to be considered for charitable status. However, the issue now is that there are technically two different BMPL corporations – one established in 1994 (the founding of BMPL) and one established in 2021 to gain a non-profit number. The next step then is to prove that these two corporations are the same. The BMPL, in conjunction with OLS, plans to provide a case study of the Board's ordeal to the Ministry to assist other libraries also seeking charitable status.
9. **Verbal Update:** Banking Options
This was an update on the second portion of the Land Reserve Fund, which was moved out of its GIC in September 2022. Based on financial advice, a motion was suggested to give authorization to apply for a high interest savings account for this fund. Although earnings are minimum, there is flexibility in moving funds.

Discussion commenced, with concern raised that this matter should be left to the next Board to decide. By doing so however, no interest would be collected until the next Board was in a position to make these financial decisions. Different types of accounts were also discussed, and their pros and cons weighed. At the conclusion of discussion, the Board, with one opposed, moved to authorize the Executive to

establish a High Interest Savings account for the second portion of the Land Reserve Fund.

BMPL-Resolution 2022-117

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

BMPL-Resolution 2022-118

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

H. Other Business

None.

I. Roundtable

I.1 Roundtable—General updates by the Board

- 1) Community Updates and News:
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - [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

BMPL-Resolution 2022-119

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

J. Key Messages

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

BMPL-Resolution 2022-120

Moved by Jesse Glass and seconded by Maurice Pepper, THAT this Board approve the release of the Key Messages Update-November 2022. CARRIED.

K. Notice of Meeting Dates

The next regularly scheduled Board Meeting is January 19, 2023 at 2:00pm, following the new Board's orientation. 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. Adjourned

At adjournment, the Chair thanked the Board for its commitment during its term, which included major disruption caused by Covid, and commended the CEO and BMPL staff for their ability to work around these challenges.

BMPL-Resolution 2022-121

Moved by the Chair, THAT this Board does now adjourn at 4:00p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Dr. Sabrina Saunders, Board Secretary