

---

## The Blue Mountains Public Library Board Meeting

**Meeting Date:** August 17, 2023  
**Meeting Time:** 1:00 p.m.  
**Location:** Library Boardroom  
Broadcast Live on Facebook  
[Posted to YouTube](#)  
**Prepared By:** Dr. Sabrina Saunders, CEO/Secretary of the Board

**In Attendance:** Laurey Gillies (Chair)      Julia Scott (Vice Chair)  
Joanne de Visser      Shawn McKinlay      Marie Swift  
Kristina Wichman      Patricia Wright

**Absent:** N/A  
**Regrets:** N/A  
**Staff:** Dr. Sabrina ER Saunders, CEO  
Franz Greenfield, Administrative Assistant

---

### A. Call to Order

The Board meeting was called to order by the Chair at 1:00 p.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 2023-063**

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT the Agenda of August 17, 2023, be approved as circulated, including any items added to the Agenda. CARRIED.

#### B.2 Declaration of Pecuniary Interest and General Nature Thereof

None.

### C. 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 2023-064**

Moved by Shawn McKinlay and seconded by Marie Swift, THAT this Board receive as information:

#### 1. *ADM.23.19* entitled “Action Plan Update-August”

2. *ADM.23.18* entitled “CEO Service Update-August”
3. *GOV.23.10* entitled “CEO Recruitment Committee”
4. *FIN.23.05* entitled “Q2 Balance Variance Report”
5. The Ontario Public Library Guidelines Accreditation & Monitoring Council’s (OPLG) - *Re-Accreditation of the Blue Mountains Public Library* [LES only]

CARRIED

## D. Minutes

### D.1 Previous Minutes

#### BMPL-Resolution 2023-065

Moved by Kris Wichman and seconded by Julia Scott, THAT this Board approve as circulated the Special Board minutes of June 14, 2023 and July 13, 2023; the regular Board minutes of June 15, 2023; and the Closed minutes of June 14, 2023, June 15, 2023 and July 26, 2023. CARRIED.

### D.2 Business Arising from the Minutes

None arose.

## E. Communications with the Board

The deadline for registration was Monday, August 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.

### E.1 Deputations

*Nathan Etherington, Ontario Library Boards Association, Ontario Library Association.*

An overview of the Ontario Library Boards Association, a division of the Ontario Library Association was presented by OLBA Vice President Nathan Etherington. An invitation was made for the Board members to attend the OLBA Bootcamp, a one-day networking and training event which is scheduled for Toronto Metro Convention Centre on Saturday, January 27, 2024. Additionally, members were invited to put their name forward for one of the vacant seats on OLBA, which is the representative for our region.

### E.2 Public Input on the Agenda

No members of the public were present.

### E.3 Correspondence

1. None.

#### BMPL-Resolution 2023-066

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT this Board receive the deputation from Vice President Nathan Etherington of the Ontario Library Boards Association (OLBA) as information. CARRIED

## F. Strategic Plan Updates & Action Items

### F.1 Action Plan Updates

1. **Report:** ADM.23.19 entitled “Action Plan Update-August”

Of the 80 Action Items of the Action Plan 2023, 32 of these have been achieved and 8 are ongoing, which means they have been achieved but continue to be an ongoing effort. 50% of items are completed. The Board asked about information on CH2.7 pertaining to the charitable status and ES3.6 the Community Builder webpage. Sabrina stated the webpage would be the next priority and a report would come back to the Board on the Charitable status.

### F.2 Strategic Plan Pillar: Organizational Excellence

1. **Report:** GOV.23.10 entitled “CEO Recruitment Committee”

The draft Terms of Reference for the committee were circulated and approved. A timeline was reviewed and the Board agreed that interviews of the candidates would be completed by September 8 and a Board interview would occur with the recommended candidate(s) on September 13, 2023. Members were appointed to the committee and a budget decision was discussed pertaining to travel budget, but the Board agreed to hold an e-mail poll if any candidate was out of the area.

#### BMPL-Resolution 2023-067

Moved by Kris Wichman and seconded by Marie Swift, THAT this Board approve the establishment of the Ad Hoc Committee entitled the *CEO Recruitment Committee*; and approve the committee Terms of Reference.

#### BMPL-Resolution 2023-068

Moved by Shawn McKinlay and seconded by Joanne de Visser, THAT this Board appoint the Chair (Laurey Gillies), Vice Chair (Julia Scott) and Marie Swift to the CEO Recruitment Committee to recruit, assess, and make a recommendation to the Board. CARRIED

2. **Report:** Ontario Public Library Guidelines Accreditation & Monitoring Council-BMPL Re-Accreditation

The final report from the Ontario Public Library Guidelines Accreditation & Monitoring Council was presented. BMPL received a 100% on our accreditation with three recommendations made. One of the recommendations, raising the floor of the Story Tower, was an area the Board had approved to be completed by TBM in 2022. The other two recommendations were an accessible workstation at our computers and more 2SLGBTQAI+ programs.

### F.3 Strategic Plan Pillar: Community Hubs

1. **Discussion/Update:** Council Response Committee

i. BMPL Usage and Needs Assessment Report for Council

The committee members provided statistics of usage as of end of July for both LES and CHD, and the L9Y and NOH users. It was stressed that this is circulation and card holder data only and does not represent the full usage of BMPL services.

The Board agreed that the report to Council should include all the elements requested by Council – Usage, Needs Assessment, SROI) and would likely require a half day for discussion at a joint meeting late in November.

ii. Multi-Use Feasibility Study

The Board also requested the CEO to get information on how BMPL can participate in the facilities study TBM is about to undertake.

iii. Craigleith Working Group

Discussion occurred around the Craigleith Working Group information released by BMRA. In order to make contact with the appropriate body, the CEO will contact the CAO and confirm that the CCWG of BMRA is the Council Working Group.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.23.18 entitled “CEO Service Update-August”

This report was discussed. The Board asked for a breakdown of the types and numbers of programs as well as the number of attendants.

**G. Other Business**

G.1 Policy Notice

The Annual Review of policies will occur at the September Board Meeting. This will include all Governance Policies, Annual Health & Safety Policies, the Program Policy, Intellectual Freedom, and Collection Policy.

G.2 Finance Report

FIN.23.05, the “Q2 Balance Variance Report” was circulated and discussed.

**H. Roundtable**

H.1 Roundtable—General updates by the Board

1) Community Updates and News-none shared

2) BMPL Special Events

- [Council Agenda: B4.6 Renaming of the Craigleith Heritage Depot](#) | Aug 14 @ 9am | Council Chambers
- [Gallery Reception: Collected Arts from BVO](#) | Aug 26 @ 2pm | L.E. Shore
- [Gallery Reception: En Plein Air](#) | Sept 2 @ 2pm | L.E. Shore

**I. Key Messages**

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

**BMPL-Resolution 2023-069**

Moved by Julia Scott and seconded by Joanne de Visser, THAT this Board approve the release of the Key Messages Update-August 2023. CARRIED.

**J. Notice of Meeting Dates**

The next regular Board Meeting is scheduled for September 21, 2023 at the L.E. Shore Boardroom beginning at 1:00 pm.

A Closed Special Meeting is scheduled for 1:00 pm on September 13, 2023 for the purpose of addressing labour relations.

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

**K. Closed Session**

None

**L. Adjourned**

**BMPL-Resolution 2023-070**

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

---

Laurey Gillies, Chair

---

Dr. Sabrina Saunders, Board Secretary