
The Blue Mountains Public Library Board Meeting

Meeting Date: October 19, 2023
Meeting Time: 1:00 p.m.
Location: Library Boardroom / Zoom
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)~~ Julia Scott (Vice Chair)
Joanne de Visser Shawn McKinlay Marie Swift
Kristina Wichman

Absent: N/A
Regrets: Laurey Gillies (Chair),
Staff: Dr. Sabrina ER Saunders, CEO
Franz Greenfield, Administrative Assistant

A. Call to Order

The Board meeting was called to order by the Vice Chair at 1:02p.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 2023-082

Moved by Marie Swift and seconded by Kristina Wichman, THAT the Agenda of October 19, 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 2023-083

Moved by Kristina Wichman and seconded by Marie Swift, THAT this Board receive as information:

1. ADM.23.25 entitled "Action Plan Update-October"
2. ADM.23.24 entitled "CEO Service Update-October"
3. FIN.23.06 entitled "Finance Report: Q3". CARRIED.

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2023-084

Moved by Marie Swift and seconded by Joanne de Visser, THAT this Board approve the minutes of the September 21, 2023, Board meeting. CARRIED.

D.2 Business Arising from the Minutes

None.

E. 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 E.2 and within the Library Events Calendar.

The deadline for registration was Monday, October 16 at 2:00p.m. No members of the public were present in the Zoom meeting, but members of the public were present live on Facebook for viewing only.

E.1 Deputations

None.

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

1. Resignation from BMPL Board

The Board reviewed the resignation letter from Patricia Wright. The CEO will ask the Town Clerk to start the process of filling this Board vacancy, with the aim of finding a replacement by January 2024.

BMPL-Resolution 2023-085

Moved by Kristina Wichman and seconded by Marie Swift, THAT this Board receive the Correspondence from Patricia Wright; That the CEO notify the Clerk of the vacancy; and THAT the Chair thank Patricia Wright for her service to the Board. CARRIED.

F. Strategic Plan Updates & Action Items

F.1 Action Plan Updates

1. **Report:** ADM.23.25 entitled “Action Plan Update-October”

This report was reviewed. Of its 80 Action Items, 41 of these have been achieved and 11 are ongoing, which means they have been achieved but continue to be a priority and we see the need for ongoing efforts (65% completion). As 2023 draws to a close, the report also covered why some items will not be achievable in 2023.

Specific discussion arose about a number of Action Items:

- *ES3.6: Create a Community Builders Webpage.* This will be a page on the library’s website to promote individuals who have information and skills to offer the community, but who do not have the infrastructure to reach community members. The BMPL will partner with many of these “Community Builders”, offering a location to do Talks and Workshops. This page will be launched before the CEO’s contract ends.
- *OE3.2: Finalize Charitable Status.* The CEO reviewed actions made to date to achieve this goal, setbacks and also provided the latest update: amendments were made to the Articles of the BMPL Corporation, and based on those amendments, BMPL’s bylaws are being reviewed. Upon completion of this review, the application for charitable status will be resubmitted in December or early January 2024. The CEO emphasized again that she will be available after her contract ends to continue to assist in this venture.

Shawn McKinlay joined the meeting at 1:54pm.

F.2 Strategic Plan Pillar: Organizational Excellence

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

a. BMPL Usage and Needs Assessment Report for Council

The final draft of this report will be presented at the November Board meeting. The meeting to present to Council has been rescheduled, and the Council offered November 30 and December 20 as alternate dates. The Board decided to present at the November 30 Council meeting.

The SROI (Social Return on Investment) template for Ontario libraries has not yet been released and cannot be included in the Usage and Needs Assessment Report. The Board will therefore provide an overview of the SROI to Council on November 30, and arrange for a future deputation from the CEO and Chair where they can present the BMPL’s SROI. The CEO volunteered to assist with this, if needed, after her contract ends.

b. Multi-Use Feasibility Study

Council asked for previous materials – the CEO provided the 2018 space analysis and the Strategic Plan for 2023 and 2019.

c. **Craigleith Working Committee Discussion**

This is still a point of confusion. There are two working groups of the same name – the Council appointed Craigleith Working Committee and the Blue Mountains Ratepayers Association’s Craigleith Working Committee. Council’s committee has not yet had members appointed. The Ratepayer’s committee is currently working on various items, but the Board has no communication with them. It had been stated that Council staff would provide the Board’s Usage and Needs Assessment report to the Ratepayer’s committee. Therefore, while it is not the Board’s responsibility to communicate directly with this private committee, it was emphasized that the CEO should check for relevant agenda items from their meetings and report back to the Board. The Ratepayers Association’s AGM is Saturday, October 21, which the Vice Chair will be attending.

F.3 Strategic Plan Pillar: Community Hubs

1. **Update:** The Craigleith Station Name Usage Public Meeting and Correspondence
The Board acknowledged that while a quorum of members will be present at the October 31 Public Meeting on the Craigleith Station naming, no Board meeting will occur at the Public Meeting. The CEO and museum Curator will make a presentation and be available to answer questions. Community members are encouraged to provide their thoughts, whether by writing or by making a deputation at the meeting.

F.4 Strategic Plan Pillar: Empowering Services

1. ADM.23.24 entitled “CEO Service Update-October”
This report was reviewed.

G. Other Business

G.1 Q3 Financials

1. **Report:** FIN.23.06 entitled “Finance Report: Q3”
This report was reviewed, and the CEO answered questions from the Board.

G.2 Notice: Board Evaluation

This is an annual survey completed by the Board. Results will be reviewed at the November Board meeting.

H. Roundtable

H.1 Roundtable—General updates by the Board

- 1) Community Updates and News:
 - i. Blue Mountains Ratepayers Association’s AGM occurring Saturday, October 21.
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - [Exploring the Journaling Process](#) | October 16 @ 2pm | L.E. Shore

- [Amnesty International 40th Anniversary Commemoration Concert](#) | October 18 @ 7pm | L.E. Shore
- [Knit and Knatters Knitting Club](#) | Starts October 19 @ 1pm | L.E. Shore
- [Author Talk with Andy Potter](#) | October 21 @ 11am | L.E. Shore
- [Author Talk with Deirdre Kelly](#) | October 21 @ 1pm | L.E. Shore
- [Fraud Prevention Seminar](#) | November 1 @ 1:30pm | L.E. Shore
- [Art Exhibit Reception: Duotone](#) | November 4 @ 2pm | L.E. Shore
- [Fall No-Bake Series: Pumpkin cookies](#) | November 4 @ 10am | L.E. Shore

I. Key Messages

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

J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on November 16, 2023 at 1:00pm.

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

K. Closed Session

K.1 Move into Closed Session

BMPL-Resolution 2022-086

Moved by Shawn McKinlay and seconded by Marie Swift, THAT, with regard to section 16.1(4) of the *Public Libraries Act*, this Board do now move into closed session in order to address matters pertaining to *identifiable individuals and labour relations*. CARRIED.

The Board moved into closed session at 2:46pm. Library staff (including the CEO) left the meeting. See Closed Session Minutes.

K.3 Adjournment of Closed Session

BMPL-Resolution 2023-087

Moved by Kristina Wichman and seconded by Shawn McKinlay, THAT this Board does now adjourn from closed session at 3:47pm. CARRIED.

Return to Open Session

The Board rose to the public session at 3:47p.m.
No resolutions were made in closed session.

L. Adjourned

BMPL-Resolution 2023-088

Moved by Shawn McKinlay and seconded by Kristina Wichman, THAT this Board does now adjourn at 3:48p.m. to meet again at the call of the Chair. CARRIED.

Julia Scott, Meeting Chair and Vice-Chair

Dr. Sabrina Saunders, Board Secretary