



Committee Minutes

The Blue Mountains Public Library Board Meeting

Strategic Planning Steering Committee

DRAFT

Not Approved

Meeting Date: Tuesday, July 8, 2025
Meeting Time: 1:00 p.m.
Location: Boardroom, L.E. Shores Memorial Library & Gallery
Prepared by: Jennifer Murley, CEO

Present: Julia Scott, Joanne de Visser, Jennifer Murley (CEO)
Regrets: Kristina Wichman

Mission: The Blue Mountains Public Library exists to enrich the lives of all members of our community by offering a wide range of materials, programs and services.

Committee Mandate: TBD

A. Call to Order

A.1 Election of Chair

CEO Murley called the meeting to order at 1:00 pm. Joanne de Visser was acclaimed as Chair.

A.2 Agenda Review

The agenda was approved with no amendments.

B. New and Unfinished Business

B.1 Mandate

As there is no drafted mandate or statements of responsibility, the Committee will consider and draft these for inclusion in a Terms of Reference for presentation to the Board.

B.2 Draft Terms of Reference

The CEO prepared a Terms of Reference (ToR) for review, with major amendments to the ToR established in 2019.

B.3 Establish Phases and Timelines for Board Approval

The Committee developed a draft timeline outlining key phases and activities, with the goal of presenting an updated Strategic Plan to the Board at its April 2026 meeting. A preliminary discussion was held to identify concerns with the current plan. During this discussion, the CEO noted that the Museum expressed a desire for stronger representation in the updated version. The Committee also considered the financial resources required for the project. Currently, \$1,500 is allocated in the 2026 budget, with potential additional costs anticipated for advertising, community engagement incentives, and outsourced graphic design. At this stage, the Committee agreed that engaging a consultant would not be necessary.

B.4 Provide CEO with Direction for July Follow Up Report

The Committee discussed the format of the report, with the core recommendations listed below.

C. Recommendations to the Board

The following recommendations will be presented at the next duly scheduled Board Meeting approval.

1. THAT the BMPL Board accept as information the Strategic Planning Committees Minutes of July 8, 2025.
2. THAT the BMPL Board accept the Terms of Reference of the Strategic Planning Steering Committee as presented.
3. THAT the BMPL Board accept the Phases and Timelines of the Strategic Planning Steering Committee as presented.

D. Notice of Meeting Dates / Adjournment

The next meeting date is TBD. The Chair adjourned the meeting at 2:20 pm.