
The Blue Mountains Public Library Board Meeting

Meeting Date: May 15, 2025
Meeting Time: 1:00 p.m.
Location: Library Boardroom
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Prepared By: Jennifer Murley, CEO/Secretary of the Board

In Attendance: Carol Sackville-Duyvelshoff
Joanne de Visser (Vice-Chair)
~~Julia Scott (Chair)~~
Kristina Wichman
Laurey Gillies
Marie Swift
Shawn McKinlay

Absent: N/A
Regrets: Julia Scott
Staff: Jennifer Murley, CEO
Guests: Monica Quinlan, Town of The Blue Mountains Director of Corporate & Financial Services/Treasurer

A. Call to Order

- A.1 Moment of Reflection
Board Chair Julia Scott sent her regrets. Vice Chair Joanne de Visser called the meeting to order at 1:00 p.m. A moment of reflection was observed.
- A.2 Indigenous Acknowledgement Statement
The Chair read the Indigenous Acknowledgement Statement.
- A.3. Public Announcement
None – no members of the public were present.

B. Agenda

- B.1 Approval of the Agenda
Vice Chair de Visser welcomed the Town of The Blue Mountain's Treasurer, Monica Quinlan, to the meeting, noting that item F.2.6 re: discussion of the Town's Banking RFP would be discussed earlier on the agenda. Member Gillies requested that an update on the Craigleith Working Group be added to section G. Other Business.

BMPL-Resolution 2025-025

Moved by Marie Swift and seconded by Kristina Wichman, THAT the Agenda of May 15, 2025, be approved as amended, 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 arising within the agenda.

BMPL-Resolution 2025-026

Moved by Shawn McKinlay and seconded by Laurey Gillies, THAT this Board receive as information:

1. 2025 Action Plan Status
2. ADM.25.14 entitled “*Space Utilization Study – Draft RFP*”
3. ADM.25.15 entitled “*Annual Policy Review*”
4. ADM.25.16 entitled “*Artificial Intelligence Policy – New*”
5. ADM.25.17 entitled “*Fundraising Report – May*”
6. ADM.25.18 entitled “*CEO Service Update-May*”

CARRIED

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2025-027

Moved by Shawn McKinlay and seconded by Kristina Wichman, THAT this Board approve the minutes of April 17, 2025, as amended. CARRIED.

D.2 Business Arising from the Minutes

None.

E. Communications with the Board

The deadline for registration was Monday, May 12 at 2:00 p.m.

E.1 Deputations

None.

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

None.

F. Strategic Plan Updates & Action Items

F.1 Action Planning

Discussion: *2025 Action Plan*

The Board and CEO reviewed the status colour scheme and agreed to include a legend on the Action Plan summary page.

The CEO confirmed all items are currently marked **green**, including Council support for expansion. Although there are delays in the Multi-Use Recreation Feasibility Assessment, recent feedback following the BMPL 2024 Annual Report presentation was positive. Council expressed interest in Craighleith services and praised the organization's community impact, particularly the social return on investment study and in-person usage statistics.

F.2 Strategic Plan Pillar: Community Hubs

1. **Verbal Report:** CEO Update on the Multi-use Recreation Feasibility Assessment (MURFA)
CEO Murley indicated that the final report was still under review and that the Joint-Council meeting, where both municipalities and Boards would receive the report as information for the first time, is to be determined, but confirmed that project delays will not delay the Board's continued efforts addressing space needs.

2. **Verbal Report:** CEO Update on the Youth Climate Action Fund (YCAF)
CEO Murley highlighted that applications were still under review and that funding announcements would be likely be made in early June.

3. **Report:** ADM.25.14 entitled "*Space Utilization Study – Draft RFP*"
The Board reviewed and refined objectives for the RFP, including optimizing the library footprint, addressing space needs (teens, children, programming, staff), reviewing gallery use, assessing technology, storage, and AODA compliance, and ensuring stakeholder engagement (staff, Arts & Culture Council, AODA reps). The consultant will provide actionable options, cost estimates, and considerations for modest expansion at L.E. Shore. The RFP will outline consultant selection criteria, deliverables, and timelines.

Action Taken: CEO Murley is to revise the draft RFP for the June 26 meeting, where an ad hoc committee will be formed. Additionally, the CEO will investigate and clarify which building changes require Town/Council approval vs. Board authority.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Report:** ADM.25.15 entitled "*Annual Policy Review*"

The Board reviewed all the policies attached, with minor amendments to each, except POL-ADM.2018.48 entitled "Salary Administration", which will be brought back to the June meeting for further discussion.

Member Sackville-Duyvelshoff requested that the Board be notified when there are lost time injuries. The Board added "If an incident occurs, the CEO shall report the incident to the Board and how it was addressed" under section 9 of policy ADM.2018.45.9 "*Commitment to Health and Safety*".

All policies will be reviewed for grammar and consistency before publicly posted.

The Board requested that the CEO invite a member of the Town's Emergency Response Team to a meeting to further discuss the BMPL as an Information Hub during a crisis.

BMPL-Resolution 2025-028

Moved by Shawn McKinlay and seconded by Laurey Gillies, THAT this Board approves the following policies as presented/amended:

- POL-ADM.2018.23 entitled "*General*"
- POL-ADM.2018.45 entitled "*Commitment to Health and Safety*"
- POL-ADM.2018.46 entitled "*Fire Safety & Emergency Preparedness*"
- POL-ADM.2018.47 entitled "*Work Alone*"
- POL-ADM.2018.48 entitled "*Respectful Workplaces*"

2. Report: ADM.25.16 entitled "*Artificial Intelligence Policy - New*"

CEO Murley presented the report, highlighting that the Toronto Public Library's artificial intelligence (AI) policy provided the foundation for the policy, in addition to further research. Acknowledging that AI is already part of the digital landscape in workplaces, and that the purpose of the policy is to help guide staff in ethical and responsible use of these tools. Additionally, staff are encouraged to use their best judgment, consider the environment, and algorithmic bias in the tools they are using. AI generated artwork can be submitted for exhibition in display in The Gallery, but applications must detail the creative process, and all labels shall acknowledge the use of AI. Staff will continue to learn about AI and monitor legislation as both evolve. Personal identifiable information should never be put into these tools.

CEO Murley highlighted that staff have already received training on this topic and that as public educators, they have and will continue to provide training to the public.

Edits were made to clarify that the policy is only for governance of BMPL staff.

Member Shawn McKinlay left the meeting at 3:57 p.m.

BMPL-Resolution 2025-029

Moved by Marie Swift and seconded by Kristina Wichman, THAT this Board approve POL-SYS.2025.01 entitled "*Artificial Intelligence Policy*" as amended.

3. Report: ADM.25.17 entitled "*Fundraising Report-May*"

The Board accepted the report as information. Member Gillies explained that the purpose of pursuing charitable status was to enable the Board to apply for grants using a business number separate from the Town's, thereby opening additional funding opportunities. This approach would help avoid direct competition with other local organizations that rely heavily on fundraising to sustain their operations.

CEO Murley emphasized that programming is a core service and should be supported through the operating budget. Looking ahead, a comprehensive fundraising strategy should be developed, with clearly defined priorities informed by community input.

Member Wichman noted that, unless there is a major capital initiative or a specific special project, the Board should avoid seeking additional taxpayer contributions through fundraising efforts. Voluntary donations will continue to be welcomed at the discretion of individual donors.

The Board agreed that a comprehensive fundraising strategy should be revisited following a direction on expansion, taking into consideration the key insights and learning outcomes outlined in this report.

4. Discussion: Strategic Planning Process & Options

CEO Murley requested clarification on the type of information the Board would like to receive regarding options for the Strategic Plan in June. The Board confirmed that the discussion will focus on the framework of the plan and potential approaches to community and stakeholder consultation. It was agreed that the new plan should build upon the solid foundation of the existing plan, rather than starting from scratch. There was general consensus that the new strategy should emphasize areas of change and future growth.

Member Marie Swift left the meeting at 4:09 p.m.

5. Discussion: Strategic Finance Committee Appointments

The Board discussed the necessity of creating a Board committee to build a multi-year financial plan and the terms against each reserve, along with general understanding of the Board's finances. Members requested that the CEO work with Town staff to identify terms for all the reserve accounts and revisit at a later meeting.

6. Discussion: Town of the Blue Mountains' Banking RFP

The Town is issuing its first-ever banking RFP to improve fairness, cost competitiveness, and meet modern financial needs. The Library Board has been invited to participate, though participation is optional. TD currently provides banking services to both the Town and Library but may not offer the most competitive rates.

If the Library chooses to participate, its banking requirements would be evaluated separately within the RFP. Regardless of the outcome, the Library would maintain full financial autonomy and its own accounts. A new provider, if selected, could offer improved cost and operational efficiencies without impacting on the Library's independence.

BMPL-Resolution 2025-030

Moved by Carol Sackville-Duyvelshoff and seconded by Kristina Wichman, WHEREAS the Blue Mountains Public Library Board is a separate entity with its own bank account, this Board approves participation in the Town of The Blue Mountains' Request for Proposals (RFP) process for banking services, for the purpose of evaluating potential cost savings and operational efficiencies through shared procurement;

AND THAT this Board recommends the Library CEO be a participating member of the RFP evaluation committee. CARRIED.

F.4. Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.25.18 entitled “CEO Service Update-May”

CEO Murley reviewed the report, highlighting the overwhelming success of Beverley Smith’s “It All Starts with a Scribble” exhibit and special presentation on her artist residency in Tuscany, Italy. She also provided updates on recent initiatives, including:

- Children’s programming at L.E. Shore Library
- Adult and senior programs
- Community partner collaborations
- Volunteer Awards
- Introduction of standing computer workstations
- Expansion of the Virtual Branch through new online museum exhibits

Additionally, CEO Murley highlighted key staff development activities, including cultural mindfulness training for both BMPL and Town staff, as well as a successful professional development visit to the Royal Ontario Museum for BMPL staff.

G. Other Business

G.1 Verbal Report: Craigleith Working Group

Member Gillies attended the Craigleith Working Group’s Open House and was invited as a guest to an official meeting where she library services, and need for expanded services in the east end. It was acknowledged at the meeting that the intention is for the Craigleith Working Group to act as the main sound board for projects in Craigleith.

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

- Collingwood Today (May 6, 2025): [New Blue Mountains School Aims to Redefine Education](#)
- TBM Website (May 8, 2025): [Town Approves New Community Growth Advisor Position](#)
- Collingwood Today (May 7, 2025): [Matrosovs Delegates Strong Mayor Powers back to TBM Council, Staff](#)
- [TBM Repair Café](#)
May 24, 2025, from 9-12 pm
- [Blue Mountain Film + Media Festival 2025](#)
May 29-June 1 – All Day

2) BMPL Special Events

- [Author Talk with Sheila Balls](#)
Friday, May 16 | 2-3:30 pm | L.E. Shore Library
- [Live Painting & Sketching with Delia Eastwood and Holly Kee](#)
Saturday, May 17 | 1-3 pm | L.E. Shore Library

- [Death Café](#)
Wednesday, May 21 | 7-9 pm | L.E. Shore Library
- [Book Launch with Karen James](#)
Saturday, May 24 | 2-3:30 pm | The Gallery at L.E. Shore

I. Key Messages

I.1 Key Messages Update

Vice Chair de Visser highlighted that the Arts Walk is being led by the Craighleith Village Association and the Thornbury BIA. These groups should be acknowledged in the Key Messages.

BMPL-Resolution 2025-031

Moved by Kristina Wichman and seconded by Laurey Gillies, THAT this Board approves the release of the Key Messages Update-May 2025 in consultation with the Chair.

J. Notice of Meeting Dates

The next regular Board Meeting is scheduled for June 26, 2025, at 1:00 p.m. in the L.E. Shore Boardroom. Member Sackville-Duyvelshoff sent her regrets.

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

K. Adjournment

Vice Chair de Visser declared this Board adjourn at 4:47 p.m. to meet again at the call of the Chair.

Joanne de Visser (Acting Chair)

Jennifer Murley, Board Secretary