
The Blue Mountains Public Library Board Meeting

Meeting Date: June 26, 2025
Meeting Time: 1:00 p.m.
Location: Library Boardroom
Posted to [YouTube](#)
Prepared By: Franz Greenfield, Administrative Assistant

In Attendance: Joanne de Visser (Vice-Chair)
Julia Scott (Chair)
Kristina Wichman
Laurey Gillies

Guests: Michael Switzer, Town of The Blue Mountains Deputy Treasurer/Manager of Budgets & Accounting
Ashley Miller, KPMG Manager, Audit

Absent: N/A
Regrets: Marie Swift
Shawn McKinlay
Carol Sackville-Duyvelshoff

Staff: Jennifer Murley, CEO
Franz Greenfield, Administrative Assistant

A. Call to Order

A.1 Moment of Reflection

The Board meeting was called to order by the Chair at 12:59p.m. A Moment of Reflection was observed.

A.2 Indigenous Acknowledgement Statement

The Indigenous Acknowledgement Statement was read.

A.3 Public Announcement

None.

B. Agenda

B.1 Approval of the Agenda

Two modifications to the agenda were made:

- Laurey Gillies Update on Craighleith Working Group (added under F.4)
- 2024 Audited Statement Presentation from Ashley Miller (KPMG Manager) moved to the top of the agenda.

BMPL-Resolution 2025-032

Moved by Laurey Gillies and seconded by Kristina Wichman, THAT the Agenda of June 26, 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 arose within the agenda.

BMPL-Resolution 2025-033

Moved by Joanne de Visser and seconded by Kristina Wichman, THAT this Board receive as information:

1. *2025 Action Plan Status*
2. *ADM.25.19 entitled “Space Utilization Study – Draft RFP V2”*
3. *ADM.25.20 entitled “Annual Policy Review - Continued”*
4. *ADM.25.21 entitled “Piano Policy – New”*
5. *ADM.25.22 entitled “Proposed Strategic Planning Process”*
6. *ADM.25.23 entitled “CEO Service Update-June”. CARRIED.*

D. Minutes

- D.1 Previous Minutes

In advance of the meeting, the Board had reviewed and provided edits, which were incorporated.

BMPL-Resolution 2025-034

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT this Board approve the minutes of May 15, 2025, as amended. CARRIED.

- D.2 Business Arising from the Minutes
None.

E. Communications with the Board

The deadline for registration was Monday, June 23 at 2:00p.m. No members of the public were present.

- E.1 Deputations
None.

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

E.3 Correspondence

1. **Tim Hendry, Director of Strategic Initiatives, Town of The Blue Mountains**
Re: Invitation to Participate in Shaping The Blue Mountains' Future

The Board requested that Tim Hendry be invited to the Board's July 17 meeting to conduct a focus group for the Town's next strategic plan.

F. Strategic Plan Updates & Action Items

F.1 Action Planning

1. **Discussion: 2025 Action Plan Status**

CEO Murley has successfully secured access to the application for charitable status, the completion of which is under way.

Since CEO Murley will now be producing a quarterly report on BMPL statistics and updates, the Board requested that the Action Plan be brought for review when there is a noteworthy concern, instead of at each meeting.

F.2 Strategic Plan Pillar: Community Hubs

1. Verbal Report: CEO updated on the Multi-Use Recreation Feasibility Assessment (MURFA)

A tentative date of Thursday, July 16 at 5:00 pm has been selected for a Joint Council meeting to receive the final report for the MURFA. The Board will be provided with a copy of the final report in advance of the July 16 meeting, where it will be presented to the Town of the Blue Mountains and Collingwood Councils and Library Boards as information. Procedurally, questions for both Library Boards will be filtered through their respective Council representatives.

2. Verbal Report: CEO Update on the Youth Climate Action Fund (YCAF)

There was no major update – the project is on track, with most of the work (that CEO Murley is involved in) completed. Announcements for second round recipients are coming soon.

3. Report: ADM.25.19 entitled *"Space Utilization Study – Draft RFP V2"*

Since the last Board meeting, CEO Murley met with the Town's Manager of Purchasing & Risk Management. The Manager was able to offer guidance and sample RFPs to support the development of a second draft, which was presented to the Board today.

A lengthy conversation occurred, with the following key points addressed:

- There was concern that including the term "Needs Assessment" in the RFP title could broaden the project's scope beyond an internal space utilization study focused on optimizing existing spaces over the next few years. It may imply a more comprehensive, strategic initiative involving external parties such as stakeholders and Council.
- The Board also emphasized wanting to revisit the deliverables section of the RFP.
- CEO Murley clarified that this latest draft of the RFP remains largely consistent with the original version. Notable changes include the addition of "Needs

Assessment” to the title—though this wording is not significantly reflected in the document’s content—as well as updates to dates, general language, and a revision of the evaluation criteria section.

- Funding for the RFP could potentially come from the Board’s reserve funds, though it remains unclear whether these funds can be allocated to this type of project. While the reserves are currently designated to offset projected budget deficits over the next three years, the CEO indicated that there are sufficient funds available to both balance the budget and support the RFP.
- It was agreed that Board members would inform Council members about the RFP during one-on-one meetings.

CEO Murley, with input from Joanne de Visser and Julia Scott, will review the RFP—focusing particularly on the scope and deliverables—and present it at the July meeting for review and final approval.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Verbal Update:** 2026 Budget Timeline

The Town’s 2026 budget will be approved by December 1, 2025. As part of this timeline, CEO Murley will bring the BMPL’s draft budget to the Board in October.

CEO Murley also noted work underway on a division sheet that will provide a more detailed and transparent representation of BMPL’s financials in the Town’s budget book—where they are currently minimally reflected. This document is operational in nature and is intended to provide the public with a clearer understanding of how BMPL’s budget is allocated and spent.

While Board approval is not required, members will have the opportunity to provide feedback on this document, specifically regarding the categorization of budget priorities (i.e. Mandatory (must do), Essential (should do), Traditional (can do), and Discretionary (nice to do)) prior to its submission to the Town. CEO Murley will circulate the draft for input following the meeting. The document is due to the Town at the beginning of July.

2. **Verbal Update:** Sewage Odor Issue at L.E. Shore

The sewage odour at L.E. Shore has been a persistent issue that is worsening over time. The root cause remains unclear. The Town is currently in the process of hiring a contractor to investigate.

3. **Report:** ADM.25.20 entitled “Annual Policy Review- Continued”

Two BMPL policies have been revised to better align with the Town’s corresponding policies, promoting greater consistency between BMPL and the Town.

BMPL-Resolution 2025-035

Moved by Joanne de Visser and seconded by Kristina Wichman, THAT this Board instruct the Library CEO to align the following Blue Mountains Public Library Board policies with the corresponding Town policies:

- POL-ADM.2018.101 entitled “Salary Administration” with POL.COR.23.01 entitled “Compensation Administration Program Policy”
- POL-ADM.2018.38 entitled “Leaves Requests” with POL.COR.24.06 entitled “Health, Wellness, and Personal Emergency Leave Policy”. CARRIED.

4. Report: ADM.25.21 entitled “*Piano Policy - New*”

The Board requested minor edits before approving this policy.

BMPL-Resolution 2025-036

Moved by Laurey Gillies and seconded by Joanne de Visser, THAT this Board approve POL-PUB.2025.01 entitled “Piano Use Policy” as amended. CARRIED.

5. Report: ADM.25.22 entitled “*Proposed Strategic Planning Process*”

The report recommends that the existing Strategic Plan be updated, without restricting it to a four-year timeframe.

An ad hoc committee will be established to develop a more detailed plan to implement this recommendation, including identifying the necessary funding. Implementation will occur in 2026.

BMPL-Resolution 2025-037

Moved by Joanne de Visser and seconded by Kristina Wichman, THAT this Board adopt option 3 of report ADM.25.22 entitled “Proposed Strategic Planning Process”;

AND THAT an ad hoc committee be established to put together a plan to complete the strategic plan;

AND THAT this Board appoint members Julia Scott, Joanne de Visser, Kristina Wichman, and Library CEO Jennifer Murley to the Strategic Planning Committee. CARRIED.

6. Discussion: Quarterly Reporting Template

Moving forward, the quarterly report will take the place of the monthly CEO Service Report and will be provided to Council for inclusion in their meeting agendas.

7. Verbal Update: OLS Spring Board Assembly

Marie Swift attended and shared her notes with the CEO, who provided a verbal update. Notably, other library board members in attendance also reported challenges related to their libraries outgrowing their current spaces.

F.4 Strategic Plan Pillar: Empowering Services

1. Discussion: OLA Indigenous Advisory Council Recommendation to Take Action: Say No to Bill 5

The Board reviewed a draft letter supporting this advocacy effort and requested minor edits.

BMPL-Resolution 2025-038

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT this Board submit a letter, as amended, to MPP Saunderson, in honour of Indigenous History Month and the core values of public librarianship, supporting the Ontario Library Association's call to take action against Bill 5 Protecting Ontario by Unleashing our Economy Act 2025, and urge the government to begin again with open dialogue with Indigenous communities, and greater attention to its impacts on environmental sustainability. CARRIED.

2. **Discussion:** ADM.25.23 entitled "*CEO Service Update-June*"
This report was presented.
3. **Verbal Update:** Craigeleith Working Group
Laurey Gillies has officially joined the committee. Town staff and Council are closely involved, and the group is a strong sounding board for the Craigeleith community.

G. Other Business

G.1 Presentation: Draft 2024 Audited Financial Statements

Ashley Miller, a KPMG manager, presented a summary of the audited financial statements. No issues or concerns were present.

BMPL-Resolution 2025-039

Moved by Kristina Wichman and seconded by Joanne de Visser, THAT this Board approve the draft 2024 Audited Financials of the Blue Mountains Public Library; AND

THAT this Board approve the Town of The Blue Mountains 2025 audited firm as the Blue Mountains Public Library Audited Firm. CARRIED.

H. Roundtable

H.1 Roundtable—General updates by the Board

- 1) Community Updates and News:
 - Collingwood Today (June 2, 2025): [In the Name of Pride: Town and Library Partner for Pride Celebrations in The Blue Mountains](#)
 - TBM Website (June 10, 2025): [TBM Proclamation: Pride Week 2025](#)
 - Collingwood Today (June 14, 2025): [TBM mourning the loss of beloved community volunteer](#)
 - Collingwood Today (June 14, 2025): [Exhibit on history of slavery in Canada coming to Collingwood Museum](#)
 - Collingwood Today (June 16, 2025): [Collingwood author explores small-town secrets in fourth book](#)
 - [TBM Corporate Strategic Plan Community Survey Now Open](#)
Closes Monday, July 7, 2025
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - [TD Summer Reading Club Registration Begins](#)

- Saturday, June 28 | 11 am-3 pm | L.E. Shore Library
 - [Rainbow Dance Party](#)
- Saturday, June 28 | 11 am- 1pm | L.E. Shore Library
 - [Memoir & Fiction Workshop \(5 Sessions\)](#)
- Saturday, July 5 | 10 am-12 pm | L.E. Shore Library
 - [Exhibit Opening: Our Bundle, Our Medicine](#)
- Saturday, July 5 | 2-4 pm | L.E. Shore Library

I. Key Messages

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

BMPL-Resolution 2025-040

Moved by Kristina Wichman and seconded by Laurey Gillies, THAT this Board approve the release of the Key Messages Update-June 2025. CARRIED.

J. Notice of Meeting Dates

The next regularly scheduled Board Meeting will be held on July 17, 2025, at 1:00pm in the L.E. Shore Boardroom.

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 2025-041

Moved by Joanne de Visser and Kristina Wichman, THAT this Board does now adjourn at 4:18p.m. to meet again at the call of the Chair. CARRIED.

Julia Scott, Chair

Jennifer Murley, Board Secretary