



Minutes

The Blue Mountains Public Library Board Meeting

Meeting Date: September 21, 2017
Meeting Time: 2:00 p.m. Closed Session
2:25 p.m. Board Meeting
Location: L.E. Shore Memorial Library Gallery
Prepared by: Elisa Chandler, Manager of Technical and Virtual Services

A. Call to Order / Closed Session

Board Chair John McKean called the meeting to order with the following members of the Board present: Vice Chair Maurice Pepper, Councillor R.J. Gamble, Willi Wildman, Roevel Guzman, and Laurey Gillies. Ron Gray, Odette Bartnicki and Councillor Michael Martin sent their regrets.

Also present: Interim CEO Cindy Weir and Director of Finance and IT Services / Treasurer, Town of the Blue Mountains, Ruth Prince.

- **Approval of Agenda**

Moved by: R.J. Gamble Seconded by: Roevel Guzman

THAT the Agenda of September 21, 2017 be approved as circulated, Carried.

- **Declaration of Pecuniary Interest and general nature thereof**

None

- **Closed Session (2:00 pm)**

Moved by: Maurice Pepper Seconded by: Willi Wildman

THAT, with regard to section 16.1(4) of the *Public Libraries Act*, That this Library Board do now move into closed session in order to address matters pertaining to personal matters about an identifiable individual.

The board moved into closed session at 2:01 pm

The board rose from closed to public session at 2:33 pm

Chair McKean introduced two attendees: new board member Laurey Gillies, and recently hired CEO of the library, Dr. Sabrina Saunders.

- **Previous Minutes**

Moved by: R.J. Gamble Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board minutes of:

July 20, 2017 Library Board Meeting

August 22, 2017 Special Meeting of the Board

be approved as circulated, including any revisions to be made, , Carried.

B. Deputations

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Library website and/or made available to the public upon request.

B.1 Patrick Delaney – Response to Strategic Planning Committee Report and Community Consultations

Mr. Delaney did not attend.

C. Reports

C.1 CEO Report, August and September 2017

Moved by: R.J. Gamble Seconded by: Laurey Gillies

There will be an open house on October 23 at 1:00-2:30pm to welcome Sabrina Saunders to the library and community. The possibility of having an evening reception as well was discussed and may be scheduled.

THAT The Blue Mountains Public Library Board receive staff report CEO.17.09 entitled "CEO Report, August and September 2017" as information, Carried.

C.2 Library and Museum Operating Budget Variance Report, ending July and August 31, 2017

Moved by: Maurice Pepper Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board approve the 2017 Budget Variance Reports for the months ending July 31, 2017 and ending August 31, 2017 as it relates to the Library and the Museum, Carried.

C.3 Health and Safety Report, July and August 2017

Moved by: R.J. Gamble Seconded by: Roewel Guzman

THAT The Blue Mountains Public Library Board receive Health and Safety Report SR.17.18, entitled "Health and Safety Report, July and August 2017", Carried.

C.4 Craigleith Heritage Depot Report, August 2017

Moved by: Willi Wildman Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board receive staff report CHD.17.08 subject "Craigleith Heritage Depot, August 2017" as information, Carried.

C.5 MOU Committee Report - Verbal

Maurice Pepper's reported on the MOU with the Town: The Committee (Ron Gray, Cindy Weir and me) met with Senior Management of the Town (Shawn Everitt, Jennifer Moreau and Ruth Prince) on Tuesday, September 5th to present the MOU. We had a very good meeting, which is not surprising, considering the very good relationship we have always had with the Town.

However, please remember that the subject of an MOU has been around for at least three years, so we did not want to rush things – our game plan was to come up with a document for the Board to approve after we had discussed it with the Town Senior Management, and obtained their agreement.

We had already obtained approval of our document from SOLS, and the Ministry of Tourism and Culture. We made this known at our meeting with the Town.

The Town is still considering our proposal.

We plan on making sure the new CEO agrees with our document before we present it to this Board, so it may be the November meeting before we make our report.

Any board members wishing a copy of the draft MOU please request it from Cindy Weir.

D. Correspondence

D.1 Norma Gillespie – resent July letter - Email correspondence

Additional correspondence received by the Board is not being released at this time due to concerns of privacy.

E. New and Unfinished Business

E.1 Library Audit

Ruth Prince, Director of Finance and IT at the Town was in attendance to answer questions. She confirmed that is a "clean audit".

Moved by: R.J. Gamble Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive and approve the audit as presented, Carried.

E.2 Preliminary Budget Documents

The Blue Mountains

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E.2.1 Arts Advisory Council – Budget Request, SR.17.21

Moved by: Willi Wildman Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board directs the CEO to purchase design concepts as per the New Sun Design quote dated 2017-07-31; and

THAT The Blue Mountains Public Library Board directs the CEO to report back on the cost of the signs at the October meeting for possible inclusion in the 2018 or 2019 capital budget, Carried.

E.2.2 Preliminary Budget Document Report, SR.17.20

Moved by: Maurice Pepper Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive the budget document for further consideration, Carried.

Board members are encouraged to contact Cindy Weir with their input. The budget document will return at the October board meeting.

E.3 Inventory and Demolition of 177 Bruce Street

Moved by: Willi Wildman Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive the Inventory and Demolition of 177 Bruce Street Report number SR.17.22; and

THAT the Blue Mountains Public Library Board directs staff to have the files removed and sealed for future consideration and that the remaining inventory be lost in the demolition, Carried.

E.4 Board Participation on the Museum Advisory Committee

Moved by: Maurice Pepper Seconded by: Willi Wildman

THAT The Blue Mountains Public Library Board receive the Staff Report SR.17.15 entitled “Board Participation on the Museum Advisory Committee” as presented; and

THAT the Blue Mountains Public Library Board appoint Roewel Guzman as a second member to the Museum Advisory Committee with current Board representative Bob Gamble, Carried.

E.5 Town Amalgamation Painting Report from the Joint Meeting:

Moved by: Roewel Guzman Seconded by: Laurey Gillies

THAT The Blue Mountains Public Library Board receive the minutes of the Joint Meeting and support the Public Art Committee’s presentation of the recommendation of the Joint Meeting to Council, Carried.

E.6 Remaining 2017 Holiday Hours:

Moved by: R.J. Gamble Seconded by: Roewel Guzman

THAT The Blue Mountains Public Library Board receive report SR.17.19 entitled “Remaining 2017 Holidays Observed and Library Closures; and

THAT The Blue Mountains Public Library Board approve the closing of both library branches on Sunday, October 8, October 9, November 11, Sunday December 24, December 25, Sunday December 31 and January 1, Carried.

E.7 Decision on Location of the October Board Meeting: Verbal

The Gallery at L.E. Shore Memorial Library was previously booked for an event on October 19 and so the next board meeting will be held at Town Hall in the Council Chambers.

Bob Gamble raised concerns about the adequacies of services for the hearing impaired in the L.E. Shore Gallery. At the November board meeting, the microphone system will be used.

E.8 Board Policy Considerations:

The motion to direct the Bylaw Committee to consider the development of a self-evaluation tool and an update to the Oath of Confidentiality was tabled until a future meeting.

E.9 Round Table:

Willi Wildman talked about liquor licenses in the L.E. Shore Gallery and asked how the board can proceed so that licensed events can take place again. Cindy explained that the Library has stopped booking licensed events at L.E. Shore because it is under dispute whether the requirements of special occasion permits were being followed. The board needs to decide whether it will participate in the Town’s alcohol policy. This will be handled once the new CEO arrives.

Willi introduced the idea of an attractive kiosk centrally located in Thornbury to promote events happening around Town, by the library and other organizations. This kiosk would be funded by the Town. Chair McKean suggested interested citizens should present it to Town Council as a deputation.

Bob Gamble commended Odette Bartnicki and Willi Wildman for their Strategic Planning Committee Report presented at the July 20 meeting.

F. Closed Session

Conducted at start of meeting. See A. Call to Order / Closed Session

G. Notice of Meeting Dates / Adjournment

The next Library Board Meeting will be October 19, 2017 at 2:30 pm at Town Hall, Council Chambers.

H. Adjournment

Moved by: Maurice Pepper Seconded by: R.J. Gamble

THAT this Library Board does now adjourn at 4:02 p.m. to meet again at the call of the Chair, Carried.