



# Agenda

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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** December 21, 2017  
**Meeting Time:** 2:15 p.m. Open Session  
**Location:** Gallery at the L.E. Shores Memorial Library & Gallery  
**Prepared by** Dr. Sabrina Saunders, CEO

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*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.*

### A. Call to Order

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#### A.1 Approval of Agenda

**Recommended** (Move, second)

THAT the Agenda of December 21, 2017 be approved as circulated, including any items added to the Agenda.

#### A.2 Declaration of Pecuniary Interest and general nature thereof

#### A.3 Previous Minutes

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board minutes of November 16, 2017 be approved as circulated, including any revisions to be made.

**Recommended** (Move, second) –*If discussion is required defer to Closed Session*

THAT the Blue Mountains Public Library Board accept all motions duly made in the Closed Session of November 16, 2017, in accordance with section 16.1(4) of the Public Library Act.

#### A.4 Action Items

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board receive as information the Board Action Item List as at November 16, 2017.

## B. Deputations

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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 None

## C. Staff Reports

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### C.1 Library CEO Report, December 2017

**Recommended** (move, second)

**THAT The Blue Mountains Public Library Board receive the December 2017 CEO Report as information.**

### C.2 Library and Museum Operating Budget Variance Report, for November 30, 2017

**Recommended** (move, second)

**THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Budget Variance Report as at November 30, 2017.**

### C.3 Library & Museum Services Report

**Recommended** (move, second)

**THAT The Blue Mountains Public Library Board receive as information the December 2017 Library & Museum Services Report.**

## D. Committee Reports

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### D.1 AAC Committee Report – Beverley Smith (C), Helen Forrest, Liz McCullam, Lynn Corrigan, Eunice Van Wert, Stephanie Seagram, Judy Moore, Willi Wildman (Board Rep)

**Recommended** (move, second)

**THAT The Blue Mountains Public Library Board receive as information the Arts Advisory Council Meeting Minutes of November 14, 2017.**

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve the CEO to move forward with applications for Not-for-Profit liquor license for the February and March 2018 Openings; and

That the CEO will work with the Town and/or Insurance company to secure appropriate PALS insurance; and

That the CEO, who is Smart Serve certified, will be the server for the February and March openings; and

That the alcohol policy for Library sanctioned events will be among the comprehensive Governance Policies presented at the March 2018 meeting.

**D.2 Museum Advisory Committee Report –Robert B. Waind (C), Bud McCannell, Olav Vanderzon**

The Committee met on November 21, 2017 but have not met in December to approve their minutes. No official report is available.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board change the name of the Museum Advisory Committee (MAC) to the “Museum Advisory Council” (MAC).

**D.3 By-Law and Governance Committee Report – Laurey Gillies (C), Odette Bartnicki, Maurice Pepper**

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board receive as information the December 21, 2017 By-Laws and Governance Committee Report as presented.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve the Template Terms of Reference for all Board committees as presented.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve the Terms of Reference of the By-Laws and Governance Committee as presented.

**D.4 Strategic Plan Committee Report – Odette Bartnicki (C), Laurey Gillies, Willi Wildman**

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board receive as information the December 21, 2017 Strategic Plan Committee Report as presented.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve the Terms of Reference of the Strategic Plan Committee as presented.

## **E. Correspondence**

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### **E.1 Ron Gray (November 24, 2017) Letter of Resignation**

### **E.2 Roevel Guzman (December 6, 2017) Letter of Resignation**

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board accept the resignation of Trustees Ron Gray and Roevel Guzman effective immediately.

**Recommended** (move, second)

WHEREAS the Public Library Act states the Board must have a complement of no less than five members; and

Whereas the current Blue Mountains Public Library Board has less than eleven months remaining in their term; and

Whereas the current ratio between Counsellor and open seat Trustees is in adherence of the Public Library Act;

The Blue Mountains Public Library Board recommends to The Town of The Blue Mountain's Council not make appointments for the two vacancies of the Board; and that the Board be identified as a Board of seven Trustees for the remainder of their term.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board appoint Trustee \_\_\_\_\_ to sit as the Board Representative to the Museum Advisory Council.

### **E.3 Information and Privacy Commissioner of Ontario (December 1, 2017)**

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board receive the correspondence as information.

## **F. New and Unfinished Business / Round Table**

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### **F.1**

## G. Closed Session

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None Scheduled. Below is included in the event a Closed Session issue is brought up in the meeting.

**Recommended** (Move, second)

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 labour relations or employee negotiations, one of the seven acceptable Closed Session criteria.

The board moved into closed session at (            ) pm

The board rose from closed to public session at (            ) pm

**Recommended** (Move, second)

THAT the Blue Mountains Public Library Board accept all motions duly made in the Closed Session of November 16, 2017, in accordance with section 16.1(4) of the Public Library Act.

## H. Notice of Meeting Dates / Adjournment

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The next Library Board Meeting will be January 18, 2017 at 2:00 pm at the Gallery of the L.E. Shore Memorial Library & Gallery. The Library Board Training Day is January 9, 2018 8:30-4:00 pm at Lora Bay Boardroom. This is a Special Meeting: Board Training Day and not a Standing Meeting of the Board.

## I. Adjournment

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**Recommended** (Move)

THAT this Library Board does now adjourn at (time) p.m. to meet again at the call of the Chair.

Item #	Delegated to	Meeting Date	Action Required / Motion	Target Date	Notice Sent/Comments	Standing
<b>BMPL Board - ACTION ITEM LIST as at Novmber 16, 2017 Meeting</b>						
1	Board & CEO	20-Jul-17	Hire consultants for Marketing & Advocacy Plans		Taken from July 2017 Action List. Deferred to Strat Plan Cmt & CEO	Closed
2	CEO	19-Oct-17	Policy Revision Recommendations	18-Jan-18	CEO is looking at all policies. A comprehensive review of Board, HR, and Library policies will occur prior to February 28, 2018	
3	C:Strat Plan	19-Oct-17	Draft Terms of Reference for Board approval	16-Nov-17		On Agenda
4	C:By-Law	19-Oct-17	Draft Terms of Reference for Board approval	16-Nov-17		On Agenda
5	C:AAC	19-Oct-17	Review and Update Terms of Reference	15-Feb-18	CEO will begin this task in January	
6	C:MAC	19-Oct-17	Review and Update Terms of Reference	15-Feb-18	CEO will begin this task in January	
7	Chair & V.Chair	27-Oct-17	Signing Authority Transferred at TD	27-Oct-17	Require Chair & V.C. to visit TD	
8	All Members	16-Nov-17	Review Template ToR and provide feedback	1-Dec-17		On Agenda
9	C:By-Law	16-Nov-17	Compile Template ToR feedback and prepare final draft	21-Dec-17		On Agenda
10	CEO	16-Nov-17	Prepare draft MOU and present to BLG Cmt	1-Feb-18	Board review is anticipated in March	
11	CEO	16-Nov-17	Prepare draft By-Laws and present to BLG Cmt	18-Jan-18	Board review is anticipated in March	
12	CEO	16-Nov-17	Prepare draft Governance Policies and present to BLG Cmt	18-Jan-18	Board review is anticipated in March	

13	C:Strat Plan	16-Nov-17	Plan Board training & Strat Plan discussions	9-Jan-18		On Agenda
14	CEO	16-Nov-17	Intermediate Signage for Gallery & CHD	15-Jan-17	2018 Budget	
15	CEO & Town	16-Nov-17	CEO begin discussions on electronic signage needs	Spring		
16	CEO	16-Nov-17	Volunteer Award nomination	5-Dec-17		Complete
17	CEO	16-Nov-17	Establish a BMPL Business Number	1-Jan-18	Application is in progress with CRA	
18	CEO	16-Nov-17	Work with TBM Finance to reorganize the finance numbering so it is more readable by Board & public, and more functional for CEO & Staff	1-Feb-18	Meeting set for Jan 5th to discuss reorganization of accounts	
19	CEO	16-Nov-17	Request of Town to purchase generator		Request made for 2018 budget. Deferred to 2019	Complete
20	CEO	16-Nov-17	Request of Town to install L.E.Shore security		Request made for 2018 budget. In budget	Complete
21	CEO	16-Nov-17	Re-key L.E. Shore building	21-Dec-17		Complete
22	CEO	16-Nov-17	Request to include location of AED in newsletter	5-Jan-18	Space permitting, will be in Jan newsletter	
23	CEO	16-Nov-17	Request to include history of CHD joining Library in newsletter	2-Feb-18	Slated for February newsletter	



# CEO Report

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## The Blue Mountains Public Library

**Report To:** The Blue Mountains Public Library Board  
**Meeting Date:** December 21, 2017  
**Report Number:** CEO.17.12  
**Subject:** CEO Report, December 2017  
**Prepared by:** Dr. Sabrina Saunders, CEO

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### A. Recommendations

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THAT The Blue Mountains Public Library Board receive the *Library CEO Report* as information.

### B. Locations

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A complete Health & Safety review of L.E. Shore occurred with the Library officer. The two staff officers will be attending the Town monthly meeting and the CEO is taking an active role in the ongoing inspections and the meetings. Many of the items identified have been rectified although we have several which are still on the KBox list including the tiling of the Janitors closet to ensure wet drywall does not become a mold issue, lighting at the Depot occur for safety, and the water leak in the roof in the Gallery. Additionally, all adult staff are being placed onto training schedules in the winter of 2018 to become CPR certified.

### C. Records Management

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The files that had been stored in 177 Bruce Street which are now sealed in the L.E.S. building will be moved out for storage. The Town has agreed to store these in an open air site until late spring when the CEO can arrange to review and digitize the materials. Although these are sealed and deemed safe if undisturbed, this will move will ensuring no possibility of contamination to either staff or the building.

The CEO work plan for winter will include going through all documents on site, current and historic, and building the protocols for storage and destruction of files. The Interim CEO, Cindy Weir started this task and brought the current files into a good organized manner. Finishing this task will ensure the organizational record of BMPL is strong and properly maintained.



## **D. Staffing**

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The CEO has begun to meet with Staff for one on one meetings to discuss their position, their interests, and what they would like to see in the system. These meetings have been very enlightening and many of their recommendations will be included in the 2018 work plan. These meetings will continue through January.

## **E. Financial and Budget**

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The 2018 budget was presented at Council and has been put forward to the draft TBM budget. We anticipate this being approved at the Monday, December 18<sup>th</sup> meeting. A meeting is scheduled for January 5<sup>th</sup> with several finance staffers, including the Director. This meeting will address the minor adjustments in line organization to improve transparency (as it pertains to reviewing the summary statements and understanding what is included within each grouping) and report generation for Ministerial reports. I would also like to acknowledge the finance team at TBM. They have been extremely helpful in my transition and are have expressed a desire to ensure the reporting and organization is as productive as possible for the Library, audit, and in comparable with the Town. This is a very positive working relationship.

## **F. Operations**

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Top priorities for the CEO in Quarter 1 2018 (Q1) are as follows (not ranked):

- Meet with Staff for one on one discussions
- Meet with Trustees for one on one discussions
- Continue to meet with community members, patrons, and community groups
- Meeting with AAC and MAC chairs for one on one discussions
- Draft By-Laws and Governance Policies and see them through committees and Board
- Draft HR Policies and present to Board for ratification
- Draft MOU and begin working with the committee on finalizing the draft
- Reorganize Governance and Operational Records
- Reorganize the financial procedures and lines
- Conclude Q1 with a Staff Appreciation Day which will have a focus on team building

## **G. Attached**

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No Documents Attached

Respectfully Submitted,

Dr. Sabrina Saunders, CEO  
[libraryceo@thebluemountains.ca](mailto:libraryceo@thebluemountains.ca)  
519-599-3681 extension 148

**Town of The Blue Mountains**  
**2017 Budget Variance Report**  
*For the Eleven Months Ending November 30, 2017*

	<u>Current Per...</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$55,213	\$557,505	\$0	\$557,505	\$592,545	\$35,040	94%
Administrative Expenses	\$3,999	\$21,808	\$0	\$21,808	\$16,450	(\$5,358)	133%
Personnel, Training and Travel	\$601	\$6,100	\$0	\$6,100	\$8,900	\$2,800	69%
Operating Expenses	\$440	\$26,104	\$0	\$26,104	\$23,000	(\$3,104)	113%
Communications	\$436	\$10,601	\$0	\$10,601	\$11,015	\$414	96%
Equipment Related	\$0	\$3,919	\$0	\$3,919	\$11,000	\$7,081	36%
Purchased Services	\$0	\$14,933	\$0	\$14,933	\$5,095	(\$9,838)	293%
Financial Expenses	\$478	\$9,574	\$0	\$9,574	\$6,055	(\$3,519)	158%
Premises and Site	\$0	\$478	\$0	\$478	\$0	(\$478)	0%
<b>TOTAL EXPENSES</b>	<b>\$61,167</b>	<b>\$651,022</b>	<b>\$0</b>	<b>\$651,022</b>	<b>\$674,060</b>	<b>\$23,038</b>	<b>97%</b>
<b>TRANSFERS</b>							
Transfers to Capital & Reserves	\$5,305	\$57,720	\$0	\$57,720	\$82,000	\$24,280	70%
Interfunctional Transfers	\$0	\$541	\$0	\$541	\$2,700	\$2,159	20%
<b>TOTAL TRANSFERS</b>	<b>\$5,305</b>	<b>\$58,261</b>	<b>\$0</b>	<b>\$58,261</b>	<b>\$84,700</b>	<b>\$26,439</b>	<b>69%</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>\$66,472</b>	<b>\$709,283</b>	<b>\$0</b>	<b>\$709,283</b>	<b>\$758,760</b>	<b>\$49,477</b>	<b>93%</b>
<b>REVENUE</b>							
Grants & Donations	\$7,973	\$34,301	\$0	\$34,301	\$27,000	(\$7,301)	127%
Interest and Investment	\$0	\$0	\$0	\$0	\$1,000	\$1,000	0%
Sales	\$597	\$8,033	\$0	\$8,033	\$8,700	\$667	92%
Fee and Charges	\$1,010	\$24,757	\$0	\$24,757	\$20,800	(\$3,957)	119%
Facilities Rental	\$218	\$3,988	\$0	\$3,988	\$4,500	\$512	89%
<b>TOTAL REVENUE</b>	<b>\$9,798</b>	<b>\$71,079</b>	<b>\$0</b>	<b>\$71,079</b>	<b>\$62,000</b>	<b>(\$9,079)</b>	<b>115%</b>
<b>NET POSITION</b>	<b>(\$56,674)</b>	<b>(\$638,204)</b>	<b>\$0</b>	<b>(\$638,204)</b>	<b>(\$696,760)</b>	<b>(\$58,556)</b>	<b>92%</b>

**Town of The Blue Mountains**  
**2017 Budget Variance Report**  
For the Eleven Months Ending November 30, 2017

	<u>Current Per...</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$44,938	\$442,744	\$0	\$442,744	\$432,670	(\$10,074)	102%
Administrative Expenses	\$1,421	\$16,782	\$0	\$16,782	\$14,350	(\$2,432)	117%
Personnel, Training and Travel	\$385	\$4,767	\$0	\$4,767	\$7,600	\$2,833	63%
Operating Expenses	\$332	\$18,197	\$0	\$18,197	\$17,300	(\$897)	105%
Communications	\$320	\$8,313	\$0	\$8,313	\$7,980	(\$333)	104%
Equipment Related	\$0	\$3,919	\$0	\$3,919	\$11,000	\$7,081	36%
Purchased Services	\$0	\$14,933	\$0	\$14,933	\$3,900	(\$11,033)	383%
Financial Expenses	\$322	\$7,854	\$0	\$7,854	\$4,190	(\$3,664)	187%
Premises and Site	\$0	\$478	\$0	\$478	\$0	(\$478)	0%
<b>TOTAL EXPENSES</b>	<b>\$47,718</b>	<b>\$517,987</b>	<b>\$0</b>	<b>\$517,987</b>	<b>\$498,990</b>	<b>(\$18,997)</b>	<b>104%</b>
<b>TRANSFERS</b>							
Transfers to Capital & Reserves	\$5,305	\$57,720	\$0	\$57,720	\$82,000	\$24,280	70%
Interfunctional Transfers	\$0	\$121	\$0	\$121	\$2,700	\$2,579	4%
<b>TOTAL TRANSFERS</b>	<b>\$5,305</b>	<b>\$57,841</b>	<b>\$0</b>	<b>\$57,841</b>	<b>\$84,700</b>	<b>\$26,859</b>	<b>68%</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>\$53,023</b>	<b>\$575,828</b>	<b>\$0</b>	<b>\$575,828</b>	<b>\$583,690</b>	<b>\$7,862</b>	<b>99%</b>
<b>REVENUE</b>							
Grants & Donations	\$7,823	\$33,254	\$0	\$33,254	\$27,000	(\$6,254)	123%
Interest and Investment	\$0	\$0	\$0	\$0	\$1,000	\$1,000	0%
Sales	\$475	\$7,144	\$0	\$7,144	\$8,700	\$1,556	82%
Fee and Charges	\$1,004	\$24,557	\$0	\$24,557	\$14,800	(\$9,757)	166%
Facilities Rental	\$218	\$3,988	\$0	\$3,988	\$4,500	\$512	89%
<b>TOTAL REVENUE</b>	<b>\$9,520</b>	<b>\$68,943</b>	<b>\$0</b>	<b>\$68,943</b>	<b>\$56,000</b>	<b>(\$12,943)</b>	<b>123%</b>
<b>NET POSITION</b>	<b>(\$43,503)</b>	<b>(\$506,885)</b>	<b>\$0</b>	<b>(\$506,885)</b>	<b>(\$527,690)</b>	<b>(\$20,805)</b>	<b>96%</b>

**Town of The Blue Mountains**  
**2017 Budget Variance Report**  
 For the Eleven Months Ending November 30, 2017

	Current Per...	YTD Actuals	Committed	Total YTD	Total Budget	Unexpende...	% of Budget
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$10,275	\$114,761	\$0	\$114,761	\$159,875	\$45,114	72%
Administrative Expenses	\$2,578	\$5,026	\$0	\$5,026	\$2,100	(\$2,926)	239%
Personnel, Training and Travel	\$216	\$1,333	\$0	\$1,333	\$1,300	(\$33)	103%
Operating Expenses	\$108	\$7,908	\$0	\$7,908	\$5,700	(\$2,208)	139%
Communications	\$116	\$2,288	\$0	\$2,288	\$3,035	\$747	75%
Purchased Services	\$0	\$0	\$0	\$0	\$1,195	\$1,195	0%
Financial Expenses	\$156	\$1,721	\$0	\$1,721	\$1,865	\$144	92%
<b>TOTAL EXPENSES</b>	<b>\$13,449</b>	<b>\$133,037</b>	<b>\$0</b>	<b>\$133,037</b>	<b>\$175,070</b>	<b>\$42,033</b>	<b>76%</b>
<b>TRANSFERS</b>							
Interfunctional Transfers	\$0	\$420	\$0	\$420	\$0	(\$420)	0%
<b>TOTAL TRANSFERS</b>	<b>\$0</b>	<b>\$420</b>	<b>\$0</b>	<b>\$420</b>	<b>\$0</b>	<b>(\$420)</b>	<b>0%</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>\$13,449</b>	<b>\$133,457</b>	<b>\$0</b>	<b>\$133,457</b>	<b>\$175,070</b>	<b>\$41,613</b>	<b>76%</b>
<b>REVENUE</b>							
Grants & Donations	\$150	\$1,047	\$0	\$1,047	\$0	(\$1,047)	0%
Sales	\$122	\$890	\$0	\$890	\$0	(\$890)	0%
Fee and Charges	\$6	\$201	\$0	\$201	\$6,000	\$5,799	3%
<b>TOTAL REVENUE</b>	<b>\$278</b>	<b>\$2,138</b>	<b>\$0</b>	<b>\$2,138</b>	<b>\$6,000</b>	<b>\$3,862</b>	<b>36%</b>
<b>NET POSITION</b>	<b>(\$13,171)</b>	<b>(\$131,319)</b>	<b>\$0</b>	<b>(\$131,319)</b>	<b>(\$169,070)</b>	<b>(\$37,751)</b>	<b>78%</b>



# Library & Museum Services Report

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The Blue Mountains Public Library

**Report To:** The Blue Mountains Public Library Board  
**Meeting Date:** December 21, 2017  
**Report Number:** Services.17.12  
**Subject:** Library & Museum Services Report, December 2017  
**Prepared by:** Compiled by Dr. Sabrina Saunders, CEO with submissions by Emma Barker, Manager of Public Services  
Elisa Chandler, Manager of Technical & Virtual Services  
Andrea Wilson, Museum Curator

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## A. Recommendations

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THAT The Blue Mountains Public Library Board receive Library & Museum Services Report of December 2017 as information.

## B. Talking Points

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- BMPL e-newsletter had 96 subscribers at the end of November. We are looking to double this by the end of January
- BMPL has been “nice this year”. Check out the Santa Wishlist and recommend we are added to everyone’s Christmas Shopping!

## C. Statistical Usage

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	Month
Active Card Holders	4,461
Circulation	7,719
Digital Circulation	987
Tours, Classroom Visits	37/778
Children’s Program	18/293
Adult Programs	25/227
Seniors Programs	15/234
Technical Programs	8
Research Requests	63
Gallery Program Attendance	55

*Note: January report will include a break down by location, add column of year to date, and add additional statistics of the various service provision provided within our libraries, museum, archive, and gallery.*

In November 2017, L.E. Shore Library also developed, planned, and delivered some wonderful programs for all ages, with specials guests throughout the month including:

- A pottery workshop with local artist, Carol Hahn.
- City Planning with LEGO with the Ontario Professional Planners Institute
- A Pop-up Coffee Nook with Events for Life
- A presentation on Storm Chasing in Ontario with local photographer, David T. Chapman
- Weekly Story Times for ages 0-5 years and kindergarten classes from Beaver Valley Community School
- Bi-weekly After School Kids Club programs with 16-18 students ages 8-12 years
- The addition of a new student volunteer, aged 12 years old

The Canada 150 theme for November 2017 was Canadian Military Month, Defending Canada, with both of the Library branches highlighting and honouring the Canadian Military with displays, exhibitions, programs, including Postcards for Peace.

December 2017 brings many Holiday programs for children, including Olde Fashioned Christmas, Lego Party, Craft Day (Crafternoon) and a special event: Bumbling Bert the Magician on Saturday November 30<sup>th</sup>

In January & February 2018, L.E. Shore Library is hosting a series of “Winter Wellness” programs, designed to help patrons de-stress and to promote self-care. This will include yoga classes for all-ages, a natural beauty workshop for teens, a superfoods smoothie workshop for adults, and an essential oils workshop for all-ages.

## **D. Technical**

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Three Chromebook laptops have been added to our collection of technology available for loan. Instead of Windows or macOS, Chromebooks run Google's Chrome operating system. They are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. Two Chromebooks are at L.E. Shore, one at Craigeith Heritage Depot and are available for 3-hour loan in the library. For a list of all technology available for loan, visit <http://www.thebluemountainslibrary.ca/tech-loans.cfm>

Hundreds of hoopla records have been added to our catalogue, improving access to this online streaming service. The collection includes eBooks, digital audiobooks, music, comic books, movies and TV. There are no wait lists and content can be easily accessed on a computer, tablet or smart phone. Help is always available. Patrons can sign up for hoopla at <https://www.hoopladigital.com/>.

Darrell Noseworthy has added a fifth iPad class to his popular series of courses: iPad Security and Healthy Practices. In this 2-hour class, Darrell will cover options and practices for keeping iPads safe and in good health in a time of viruses, security breaches and so many passwords. Classes begin in the new year and cost \$15 each. Registration is limited to 6 people per class.

Richard "The Computer Guy" Banks returns to L.E. Shore on January 24 for Twitter Basics. This free class is for people interested in Twitter, or thinking of trying it out. He'll cover what's a tweet? creating an account, posting, following people, retweeting and liking.

Technology Help by Appointment ramped up in November with newly hired library assistant Ashley. If you need some one-on-one help with your tech, you can book a 30-60 minute appointment with Elisa or Ashley. We can help with email, Facebook, Twitter, Windows 10, and more (just ask!). We can also help troubleshoot mobile devices such as smart phones and tablets. Want to get started using [OverDrive eBooks and eAudiobooks](#), [eMagazines](#), [Hoopla](#), Ancestry.com or other library resources? Request an appointment by calling Elisa at 519-599-3681 ext 143, emailing [librarytech@thebluemountains.ca](mailto:librarytech@thebluemountains.ca).

## **E. Museum & Archives**

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January 27 at 3 pm three short films produced this year by the CHD and Mountain Goat Films will premiere. Indigenous History, The Ski Industry and the Apple Industry are about 10 minutes each and will include a Q & A. This is a free event to the public. We received notification of funding support for filming in 3D the shipwreck of the Mary Ward and the Path to the Village of the Souls. All films will be used in the exhibit spaces and outreach.

Social Media Events: Partnering with 52 Museums and the Oshawa Museum, the CHD provided a week of Instagram images. These highlighted similarities in community museums situated on the great lakes. 52 Museums is an international Instagram site where museums can showcase their collections for one week. We have been chosen for this year along with major museums from around the world.

Clubs: The book and film club continue to meet monthly and have room for new members. A special film presentation of The Fireman's Ball was offered on November 25 in lieu of the Film Club December meeting. Writer's Group: continues to meet monthly and will be hosting a Festive Open House December 12 from 1-3 p.m with readings and refreshments.

Exhibits: Postcards For Peace: programme and activity centre developed. Monica Norris developed a partnership with Headwaters Academy who provided handmade poppies for the exhibit and programme.

The Gift of the Turtle Blanket and The Huron Carol, this exhibit highlights the gift of Charles and Ella Garrad of the Turtle Blanket to the People of the Town of The Blue Mountains. They symbolism and nature of the Turtle legend will be shared along with the depth of the research materials of the Petun Research Institute. In conjunction with the Festive Season a copy of the Huron Carol is on display. This is the oldest Canadian Carol, written by a Jesuit missionary to the area in the 1640's.

Games from around the World continues the multicultural theme for this month. Visitors can try out some games from many cultures and from our own backyard. Available throughout December and January.

Naughty or Nice? Who might visit you this Festive Season, Santa and his helpers from countries around the world, on exhibit at LE Shore Memorial Library case.

Issues for Accessibility:

#### Additional Items of Consideration

- It was noticed in the paper that the Georgian Trail intends to install a bike repair station and water station at the Craighleith Heritage Depot. There are some concerns to placement and installation in regard to the historic fabric of the building.
- Space Limitations, the current facility has space limitations. Suggestions for improvement include adapting compressed shelving for collection storage. This will also include improved workspace for collection management, exhibition development and improved security for the collection.
- Research requests and use of the on-line resources is a strong feature of the CHD. We house the largest collection of local newspapers, with about 50,000 pages. Many of these have been microfilmed but at this time the microfilm is fading. This collection would benefit from being on line, as the photographs and maps have shown. A trillium project could support this for public access.
- Stone floor in foyer is being considered for remediation in the 2018 budget by the Facilities Department due to its uneven structure and as a tripping hazard.
- Door replacement, including some exit doors which need crash bars, are in process by the Facilities Department as part of 2017 budget.

## F. In the Gallery

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### **December: Sacred Spaces – Altars by Artists**

*Carol Binns-Wood , Melanie Earle,Carolynn Bloomer, Reid Dennison, Julia White, Tanya Zaryski*

“When artists manipulate materials to convey a message, they are bending and shaping the tangible world to communicate something from an intangible world. With the myriad possible approaches to the numinous in our lives, artists often interpret our relationship to life’s mysteries.

Altars are a tangible manifestation of this connection and provide a meeting place to focus and contemplate. From humble home kitchen altars to massive stone earthworks, they provide a place of transcendence and communication.

With this show, we invite artists to create altars from their personal pantheon of images. We encourage viewers to spend a little time with each altar and give it the time to resonate its personal message.” [Grey Highlands Artists Collective]

### **January: Careless Remnants**

*Fiona Legg, Mixed Media Sculptor*



The title refers to the negative effects of human activity left behind on the earth (another word for this is anthropogenic). Often (but not always) these effects are unintentional. They are usually ugly, cause the earth harm, and are regretful consequences of human action. 'Take only photos, and leave only footprints' is a commonly known phrase related to healthy stewardship of the planet. This exhibit looks at the consequences of the actions that do NOT adhere to this principle. I am interested in how these impacts affect the earth and the community of humans who inhabit it. I find this topic to be strangely appealing due to its ugliness, and timely in the necessity that these effects be halted or reversed.

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Respectfully Submitted,

Dr. Sabrina Saunders, CEO  
[libraryceo@thebluemountains.ca](mailto:libraryceo@thebluemountains.ca)  
519-599-3681 extension 148

# Minutes

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## The Arts Advisory Council

**Meeting Date:** November 14, 2017  
**Meeting Time:** 10:00 a.m.  
**Location:** L. E. Shore Memorial Library Boardroom  
**Prepared by:** Wanda Haayen

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### A. Call to Order

Chair Beverley Smith called the November 14, 2017 Arts Advisory Council meeting to order with members of the council present including: Beverley Smith, Liz McCullum, Lynn Corrigan, Judy Moore, Wanda Haayen, Board representative Willi Wildman and CEO Sabrina Saunders.

Absent: Helen Forrest, Stephanie Seagram and Eunice Van Wert

Beverley Smith welcomed Dr Sabrina Saunders, CEO of the Blue Mountains Public Library, to her first AAC meeting.

Approval of the Agenda:

THAT the Agenda of November 14, 2017 be approved as circulated, including any items added to the Agenda.

Moved by: Judy Moore      Seconded by: Lynn Corrigan

Approval of Previous Minutes:

THAT the Minutes of the Arts Advisory Council meeting of October 10, 2017 be adopted as circulated, including any revisions to be made.

Moved by: Willi Wildman      Seconded by: Lynn Corrigan

### **Correspondence and Sales Report** -Wanda Haayen

The opening of 'Points of View; paintings by John David Anderson and Mark Hope', Friday evening, November 3<sup>rd</sup> was attended by approximately 60 people. No paintings were sold at that time, but several patrons expressed interest in taking classes with both artists. The library is considering a future event, a "Paint Jam". Perhaps the AAC would like to collaborate on this project?

December's show in the Gallery is titled: 'Sacred Spaces: Altars by Artists'. This group show is comprised of work by the Grey Highlands Artists' Collective and includes work by Carol Binns-Wood, Carolynn Bloomer, Reid Dennison, Melanie Earle, Julia White and Tanya Zaryski. The poster submitted to me has been updated, with an eye to accessibility.

On November 30<sup>th</sup>, Margaret and Ken Yaraskavitch will give a talk in the Gallery on their Bruce Trail End to End trek. Posters for this event and the December art show are available for distribution.

Robert Burcher and Julie Card have been contacted about future shows and signed up for our gallery blog posts.

## **B. Reports from**

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### **Shows –Beverley Smith**

-Glenn Naish, Liz McCullam and Beverley Smith will hang the next show, 9:30 on December 1st  
The opening reception is Saturday, Dec 2, 2-4 pm

-December 29 will be the hanging date for Fiona Legg's textile show, and the opening will be January 6<sup>th</sup> of the following week. As Fiona received a Canada Council grant for this show, their logo will be displayed on the poster and with other publicity.

The 'Guidelines' document for artists will be changed to: *Dear Artist(s)*

-Karen Naish's vocal group will be approached to request their participation in our February Blues opening reception.

-Hanging date for February Blues is February 2<sup>nd</sup>; the opening is February 3<sup>rd</sup>

-Hanging date for Marg Harrison's show is March 30<sup>th</sup> and the opening will either be March 31<sup>st</sup> or a week later on March 7<sup>th</sup>.

-Beverley Smith will be absent for the March AAC meeting.

-Judy Moore and Beverley met to discuss 2019 shows and applications.

-Suggestions: consider a craft show in December 2018, and making January 2019 a group show

-The Saugeen Artists Group will show sometime in the spring and the March Street Painters in the fall of 2019.

February 2019 will remain as an open-invitation group show.

Ideas to increase traffic to the gallery were put forward and included an Antiques/Art Road Show weekend event and a Paint Jam.

### **Events -Liz McCullam**

-Gallery walls will be empty of art for the Bruce Trail End to End talk, Liz McCullam will request photos from Margaret Yaraskavitch for the purpose of projecting onto the bare walls prior to the beginning of the talk.

-Stephanie Seagram has confirmed Robert Burcher will give a talk, mid-February to early March, on the topic: Vikings: Rethinking the Mythical Stories, with presenters: Robert Burcher and Alison Leonard. Robert Burcher is a local archeo mythologist who uses myths and stories to find archeological sites. Alison Leonard is a Viking scholar from England who uses metal detecting to find lost Viking artefacts.

-Andrea Wilson and Liz McCullam are arranging our AAC 'Films event' in 2018 to sync with National Film Day

## **Publicity** -Lynn Corrigan

-The Sign Shop has produced a sandwich board design to be used on 'opening days', which was viewed and approved by AAC. There was some discussion around developing a temporary sign for the front of the library to add '& Gallery', as the formal branding process is expected to take a year.

## **C. New and Unfinished Business**

-Resolution was unanimously passed to grant Eunice Van Wert compassionate leave "for as long as she needs".

Moved by: Liz McCullam

Seconded by: Lynn Corrigan

-Sabrina Saunders spoke about re-instating our alcohol licence for gallery openings and events. At least one person in attendance will require Smart Serve. Sabrina is working on policy regarding insurance, permits and profit from sales. The library will pay for the Smart Serve course, if AAC members are interested in taking it online.

Sabrina spoke about upgrading and modernizing the gallery. She is also working on the policies of all the committees of the Library Board, including the Museum and AAC, and will be bringing them back to the AAC for review in January, including documents and forms.

-Motion was passed to add Liz Irwin as a non-voting AAC volunteer, under Section 7.1 Arts Advisory Council, Regulations for Purpose and Membership: Membership & Organization

Motion to add: Judy Moore

Seconded by: Liz McCullam

-Willi reported that requesting 'a kiosk' has to be part of a public initiative, (and is therefore not solely an AAC project)

-Recruiting members to AAC (deferred to next month's Agenda)

-Christmas lunch will be held in the Boardroom, December 12<sup>th</sup> after the meeting

## **D. Upcoming Meeting Dates**

December 12, 2017, in the Library Boardroom, to be followed by Christmas luncheon

## **E. Adjournment**

Moved by: Beverley Smith

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That the Arts Advisory Council does now adjourn at 12:00 p.m. to meet again at 10:00 a.m. on Tuesday, December 12, 2017 at the L. E. Shore Memorial Library Boardroom.



# Committee Report

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The Blue Mountains Public Library Board

**Committee:** By-Laws & Governance Committee

**Meeting Date(s):** December 4, 2017

**Meeting Time:** 1:00 p.m.

**Location:** Boardroom, L.E. Shore Memorial Library

**Prepared by:** Laurey Gillies, Chair

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**Attendees:** Laurey Gillies, Chair  
Odette Barnicki  
Maurice Pepper  
Dr. Sabrina Saunders, CEO/Secretary/Treasurer

**Regrets:** N/A

**Absent:** N/A

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**Recommendation:**

1. That the Blue Mountains Public Library Board receive the By-Laws and Governance Committee Report of December 21, 2017 as presented.
2. That the Blue Mountains Public Library Board approve the Template Terms of Reference for all Board committees as presented.
3. That the Blue Mountains Public Library Board approve the By-Laws and Governance Committee Terms of Reference as presented.

**Summary:**

The committee asked Laurey Gillies to accept the position of Chair.

The committee reviewed and revised the Template Terms of Reference for all Board Committees based on input received from board members. The committee also reviewed and revised the By-Laws and Governance Committee Terms of Reference. Both are attached for Board approval.

The committee also provided feedback to the CEO on the format for the Board's By-Laws and governance policies. The By-Laws will echo the relevant legislation (e.g., Public Libraries Act, Heritage Act, etc.) and the policy section will detail each topic as it pertains to the Blue Mountains Public Library. Our intent is to move quickly on this project. The committee will meet in early January to review a draft of the document. We are targeting the January board

meeting to give notice of changes to the By-Laws at the March meeting and intend to provide the proposed wording in mid to late February so each Trustee has ample time to review the documents. The discussions will be scheduled for the March board meeting where we hope to do final revisions and approvals at that meeting. Once we have the By-Laws and Governance Policies in place, we will draft and review the MOU between the Town and the Board. Shawn Everitt, Acting CAO, has been advised that we will be developing the policy framework first so we have the necessary context to address the MOU.

# Terms of Reference

## The Blue Mountains Public Library Board

**1.0 Name:** <NAME>

**2.0 Duration of Committee:** <Standing or AdHoc>

The AdHoc Committee is established for a set purpose or task. This committee is considered closed when the task or purpose is achieved unless the Board directs the Committee to undertake further action. This is further described in the Purpose and Mandate sections of this Terms of Reference.

**OR**

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the Board amends or rescinds this Standing Committee.

### **3.0 Membership**

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. Additionally, the Board Chair is Ex-Officio on all Committees with an equal voice when present. The Board Secretary shall act as Committee Secretary and be an Officer to the Committee and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of as few as five (5) members, membership in this Committee should always be considered accordingly.

### **4.0 Quorum**

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

### **5.0 Term of Appointment**

The Term of Appointment begins at the November Board Meeting or in an election year, upon appointment of the new Board. In the case of an AdHoc Committee, the term of appointment is deemed to end in October of each, or if having completed the committee tasks and mandate, at the next duly scheduled Board Meeting.

### **6.0 Reports To**

As a Committee of the Board, this committee reports directly to the Board.

### **7.0 Purpose**

The Town of The Blue Mountains Public Library Board recognizes that ...

AT the <DATE> Meeting, The Library Board designated a committee to be known as the <NAME> to undertake the process of:

*<Purpose is a preamble and not the mandate. Each committee shall draft this for approval. Purpose should give a slight background to why the committee exists.>*

## **8.0 Mandate**

*< The Committee shall draft this for approval at the first meeting after establishment of the committee>*

## **9.0 Resources and/or Budget**

*<This section will identify is the Committee has funds at it disposal. It will also identify if the Committee has additional resources, including staff, as well as any limitations or conditions of use. If no budget is available to the Committee, the Committee may bring requests to the Board as required and the following statement will be included.>*

No financial or staff resources are assigned to this committee. Should a need arise, the Committee Chair may provide a request for budget or staff support to the CEO. The CEO may present said requests forward to the Board if the need surpasses availability funds or budget lines.

## **10.0 Duties of Members**

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Oath of Confidentiality;
- Adhere to the decisions of the committee; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

## **11.0 Non-Member Attendance**

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in relevant discussions of the Committee.



## **12.0 Removal and Vacancies**

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair, be the member not work cohesively as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Oath of Confidentiality and may not discuss the work of the Committee or the Board when no longer a member.

## **13.0 Meetings**

Meetings will be called no less than quarterly as well as required by the Committee Chair or by a majority of the members of the committee, and arranged by the Board Secretary. As a Committee of the Board, the Board Chair may also call a Committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

## **14.0 Voting**

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

## **15.0 Committee Chair**

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select from among its Committee members a Chair, who shall serve for the one-year term beginning in November or at the time of election and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Committee Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

## **16.0 Special Responsibilities of the Committee Chair**

No special responsibilities are assigned to this Committee Chair.

## 17.0 Committee Secretary

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL.

## 18.0 Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

## 19.0 Review of Terms of Reference

The Board will review, amend, and approve the Terms of Reference annually according to the Board's Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

## 20.0 Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule (YET TO BE NAMED/NUMBERED).

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**<NAME> Committee – Terms of Reference**

Approved by the Board ###,

Accepted by the <Name> Committee ###.



# Terms of Reference

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## The Blue Mountains Public Library Board

**1.0 Name: By-Laws & Governance Committee**

**2.0 Duration of Committee: Standing**

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the Board amends or rescinds this Standing Committee.

**3.0 Membership**

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. Additionally, the Board Chair is Ex-Officio on all Committees with an equal voice when present. The Board Secretary shall act as Committee Secretary and be an Officer to the Committee and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of as few as five (5) members, membership in this Committee should always be considered accordingly.

**4.0 Quorum**

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

**5.0 Term of Appointment**

The Term of Appointment begins at the November Board Meeting or in an election year, upon appointment of the new Board.

**6.0 Reports To**

As a Committee of the Board, this committee reports directly to the Board.

**7.0 Purpose**

The Blue Mountains Public Library Board recognizes that a productive and fiduciarily responsible board, has at its core proactive policies which will inform the governance decisions by its members. The Blue Mountains Public Library Board, governed by the Public Library Act, RSO 1990, must establish By-Laws which abide by this and all other relevant Acts.

At the **November 16, 2017** meeting, the Library Board designated a committee to be known as the By-Law and Governance Committee to review/revise drafts prepared by the CEO and make recommendations to the Board on:

1. By-Laws of the Board;
2. Governance Statements of the Board;
3. any MOU between the Board and The Town; and
4. Library policy, upon request of the CEO.

## **8.0 Mandate**

The Blue Mountains Public Library Governance Committee will develop by-laws and policies which govern the Board and ensure fiduciary responsibility and accountability. This includes the review and recommendations to the Board of any formal agreements between the Board and the Town. Through the CEO, this Committee will also monitor legislative changes and changes in the Ontario Public Library Guidelines Accreditation document, which will each inform necessary changes. The Committee will adhere to a determined policy review schedule and make recommendations to the Board for review and reauthorization of all governance materials accordingly.

## **9.0 Resources and/or Budget**

No financial or staff resources are assigned to this committee. Should a need arise, the Committee Chair may provide a request for budget or staff support to the CEO. The CEO may present said requests forward to the Board if the need surpasses availability funds or budget lines.

## **10.0 Duties of Members**

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
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- Adhere to the Oath of Confidentiality;
- Adhere to the decisions of the committee; and
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## **11.0 Non-Member Attendance**

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in relevant discussions of the Committee.

## **12.0 Removal and Vacancies**

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A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Oath of Confidentiality and may not discuss the work of the Committee or the Board when no longer a member.

## **13.0 Meetings**

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## **16.0 Special Responsibilities of the Committee Chair**

No special responsibilities are assigned to this Committee Chair.

## **17.0 Committee Secretary**

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL.

## **18.0 Administration**

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

## **19.0 Review of Terms of Reference**

The Board will review, amend, and approve the Terms of Reference annually according to the Board's Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

## **20.0 Related Documents**

- Schedule A: Appointed Members
- Policy Review Schedule (YET TO BE NAMED/NUMBERED).

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### **C-BLG – ToR**

Approved by the Board December 21, 2017,

Accepted by the By-Laws & Governance Committee <DATE>.



# Committee Report

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## The Blue Mountains Public Library Board

**Committee:** Strategic Plan Committee  
**Meeting Date(s):** November 30, 2017  
**Meeting Time:** 10:00 a.m.  
**Location:** Boardroom, L.E. Shore Memorial Library  
**Prepared by:** Odette Bartnicki, Chair

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**Attendees:** Odette Bartnicki, Chair  
Laurey Gillies  
Willi Wildman  
Dr. Sabrina Saunders, CEO, Secretary/Treasurer  
**Regrets:** N/A  
**Absent:** N/A

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### Recommendation:

1. That the Blue Mountains Public Library Board receive the Strategic Plan Committee Report of December 21, 2017 as presented.
2. That the Blue Mountains Public Library Board approve Strategic Plan Committee Terms of Reference as presented.

### Summary:

The committee asked Odette Bartnicki to accept the position of Chair. The committee reviewed and revised the Strategic Plan Committee Terms of Reference which is attached for Board approval.

Following the direction of the Board to plan a two-day training and Strategic Planning for the board, the committee was able to plan the first of these events for January 9<sup>th</sup>. 100% of the trustees have responded to attend this event which is slated to run 8:30-4:00 and include training by the Southern Ontario Library Services and community planning information which can inform the planning process. The second day has been tentatively set and the Board will confirm the date at the next board meeting. Given that the current Board has less than one year remaining on their term, the committee has also begun addressing the need for training again in late 2018/early 2019 for the incoming board.

While the Committee is working on the drafting of the new Strategic Plan, the old plan expiring at the end of 2018 will continue to be in effect. The Library Board, together with our CEO, Staff and Community Members, will work collaboratively together to strengthen, build and maintain positive, respectful relationships and communications.

Update on the 12 recommendations contained in the July 20th Board Report specific to the goal of working to “strengthen and build and maintain positive, respectful relationships and communications”. *Note: moving forward, only the ongoing or incomplete items will be reported on in this report.*

No.	Outcome	Notes	Status
1	<b><i>Consider location and times for future Library Board Meetings</i></b>	A motion to return future meetings to the L.E. Shore Memorial Library & Gallery to was adopted Library Board Meetings July 2017.	Complete until new Board call
2	<b><i>Notify the community of the Library email address through various media to facilitate communication with the Board and/or individual Board Members. Hard copy mail for Board members may also be left at the Library for distribution by the CEO.</i></b>	The Library website, e-newsletters, and print copies of the newsletters now includes the email contact for the various areas within the library including the <a href="mailto:LibraryCEO@TheBlueMountains.ca">LibraryCEO@TheBlueMountains.ca</a> and the staffing areas of technology and programs. The LibraryCEO@ email is also the delivery mail for all correspondence to the Board, Deputation Requests, or Agenda questions.	Complete
3	<b><i>Develop policy regarding acknowledgement of public correspondence and response to public questions and deputations, including explanation of subjects protected under privacy legislation.</i></b>	The practice is now that the CEO will respond when the item has been provided to the Board and this item has been including in the new CEO list of policy needs to be addressed with the By-Law Committee within their various Governance Policies.	Complete
4	<b><i>Provide opportunities for future community input regarding Strategic Planning and significant decisions of the Board impacting the Library community.</i></b>	The CEO will be conducting focused surveys and direct service related questions in early 2018. The Strategic Plan Committee has discussed with the CEO their participation in the planning of this process.	CEO: Ongoing  C-SP: Ongoing
5	<b><i>Demonstrate respect for the history of L.E. Shore Memorial Library and Craigleith Heritage Depot by maintaining the distinct names of both facilities under the umbrella of The Blue Mountains Public Library System.</i></b>	This item will be part of the Strategic Planning process. Additionally, the new CEO is looking into the completion of a Marketing Plan in 2018 which will addresses the appropriate branding of the system and branch specific services as it refers to L.E. Shore Memorial Library, Craigleith Heritage Depot, and the Gallery. This Plan will be comprehensive and include all branding, signage, websites, correspondence, etc and be informed by the Strategic Plan and the Committees planning process.	CEO: Ongoing



6	<b>Organize Board Members to share responsibility for attendance at Library events.</b>	The CEO sends reminders and the Board will coordinate to attend various Library and community events. The Board will coordinate in order to ensure representation as well as to ensure that a Quorum of members does not occur so that attendance cannot be deemed an Official Board Meeting.	Complete
7	<b>Investigate alternative means of communications to reach stakeholders who do not use Library websites. Develop a communication plan together with CEO and staff.</b>	The CEO and staff are working on this matter. Print copies of the e-newsletter are available at both branches and the Town Hall. All promotional content will follow this direction. The CEO will include this matter within the Marketing Plan as well as in the review and revision of the Operational Policies of the Library and the Governance Communication Policies of the Board. The CEO is investigating opportunities to link the E-Newsletter or the E-Subscription on the Town's new website (launch anticipated April 2018). New patrons are also being given information on subscribing and the staff can assist with registration. It is important that all subscription opportunities adhere to the Canadian Anti-Spam Legislation (CASL) and staff have received a brief overview of the BMPL's responsibility to adherence.	CEO: Ongoing
8	<b>Educate the public regarding subscribing to email newsletters, etc.</b>	The CEO and Staff are working on this matter. The November e-subscriptions were at 96, but with promotion, this number is nearly doubled. Social media campaigns will follow in the new year as we look to increase those numbers as well.	CEO: Ongoing
9	<b>Develop and communicate clear policy regarding relationship/behavior expectations in the library and post signage in the library.</b>	The CEO will include this item in the revisions of Library policy and conduct a training with the Staff. Following the approval of policy and training of staff, any expectations will be posted and promoted to the patrons.	CEO: Publishing planned in March
10	<b>Investigate potential of electronic message boards for L.E. Shore &amp; Depot to inform the public of what's happening in the library to conform with Town by-laws.</b>	New signage is being investigated and will be in the 2018 and 2019 budgets. These signs must conform to, or receive variances from TBM, MTO, County, and the various Trail groups so this is a large scale project. The CEO is also working with the town for emergency management purposes.	CEO: Ongoing
11	<b>New patrons of the Library will be offered a brief orientation to the physical layout, programs, services and communication forums by library staff.</b>	The CEO and Staff will be moving forward with this implementation. Additionally, the CEO will be including this item in the revision of the Operational Policies.	CEO: January start

12	<b><i>Provide information to enhance the understanding of the community regarding the Library Board's legal mandate and limitations, as appropriate.</i></b>	In the second quarter (Q2) of the fiscal, the CEO will be looking at website updates. At this time, a significant portion of the website will be earmarked for information dissemination including this matter.	CEO: 2018 Q2



# Terms of Reference

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## The Blue Mountains Public Library Board

**1.0 Name:** **Strategic Plan Committee**

**2.0 Duration of Committee:** **Standing**

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the Board amends or rescinds this Standing Committee.

**3.0 Membership**

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. Additionally, the Board Chair is Ex-Officio on all Committees with an equal voice when present. The Board Secretary shall act as Committee Secretary and be an Officer to the Committee and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of as few as five (5) members, membership in this Committee should always be considered accordingly.

**4.0 Quorum**

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

**5.0 Term of Appointment**

The Term of Appointment begins at the November Board Meeting or in an election year, upon appointment of the new Board.

**6.0 Reports To**

As a Committee of the Board, this committee reports directly to the Board.

**7.0 Purpose**

The Town of The Blue Mountains Public Library Board recognizes that the Strategic Plan establishes the priorities for action by the Board, CEO, and staff, informs budget and fund raising activities and communicates same to the public. As such, the Strategic Plan Committee must be available to review, revise, research, prepare, and monitor progress and achievement of the goals of the Strategic Plan, and must report back to the Board on a regular basis. The Blue Mountains Public Library Board recognizes that the Strategic Plan, although monitored and reviewed at least annually, and revised when required due to major changes or developments, is a four (4) year planning cycle and that the Board must Champion the Plan.

AT the **December 21, 2017** meeting, The Library Board designated a committee members to be known as the **Strategic Planning Committee** to undertake the process of:

1. Investigate Needs
2. Draft Strategic Plan
3. Monitor the implementation of goals and action items

## **8.0 Mandate**

The BMPL Strategic Planning Committee will develop a four year strategic Plan which includes goals and measurable objectives. This plan will include recommendations for Mission, Vision, and Value statements; investigation of needs including space and capital needs; defining measurable goals and objectives; and assigning roles and functions within the plan. This Committee will also monitor the Strategic Plan objectives through the Plan's life cycle, and draft a new plan prior at the end of each four (4) year cycle of the Board.

## **9.0 Resources and/or Budget**

This committee has access to funds which are defined in the Board approved annual budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

## **10.0 Duties of Members**

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Oath of Confidentiality;
- Adhere to the decisions of the committee; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

### **11.0 Non-Member Attendance**

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in relevant discussions of the Committee.

### **12.0 Removal and Vacancies**

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair, be the member not work cohesively as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Oath of Confidentiality and may not discuss the work of the Committee or the Board when no longer a member.

### **13.0 Meetings**

Meetings will be called no less than quarterly as well as required by the Committee Chair or by a majority of the members of the committee, and arranged by the Board Secretary. As a Committee of the Board, the Board Chair may also call a Committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

### **14.0 Voting**

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

### **15.0 Committee Chair**

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select from among its Committee members a Chair, who shall serve for the one-year term beginning in November or at the time of election and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Committee Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

## **16.0 Special Responsibilities of the Committee Chair**

No special responsibilities are assigned to this Committee Chair.

## **17.0 Committee Secretary**

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL.

## **18.0 Administration**

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

## **19.0 Review of Terms of Reference**

The Board will review, amend, and approve the Terms of Reference annually according to the Board's Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

## **20.0 Related Documents**

- Schedule A: Appointed Members
- Policy Review Schedule (YET TO BE NAMED/NUMBERED).

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### **C-SP – ToR**

Approved by the Board **December 21, 2017**,

Accepted by the Strategic Plan Committee **DATE**.