



Agenda

The Blue Mountains Public Library Board Meeting

Meeting Date: January 18, 2018
Meeting Time: 2:00p.m. Open Session
Location: Gallery at the L.E. Shores Memorial Library & Gallery
Prepared by Dr. Sabrina Saunders, CEO

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

A.1 Approval of Agenda

Recommended (Move, second)

THAT the Agenda of January 18, 2018 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 December 21, 2017 be approved as circulated, including any revisions to be made.

Recommended (move, second)

THAT The Blue Mountains Public Library Board Summary of the Special Board Meeting: Training Day on January 9, 2018 be approved as circulated, including any revision to be made.

A.4 Action Items

Recommended (Move, second)

THAT The Blue Mountains Public Library Board receive as information the Board Action Item List as at December 21, 2017.

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 None

C. Staff Reports

C.1 Library CEO Report, December 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive the January 2018 CEO Report as information.

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

NOTE: This report is a monthly variance and is not the unaudited fiscal summary. The 2017 fiscal does not close until end of January to allow pending 2017 invoices to be accurately expensed to the correct fiscal.

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Budget Variance Report as at December 31, 2017.

C.3 Library & Museum Services Report

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive as information the January 2018 Library & Museum Services Report.

D. Committee Reports

D.1 Arts Advisory Council [Advisory Body Report] – Beverley Smith (C), Helen Forrest, Liz McCullam, Lynn Corrigan, Eunice Van Wert, Stephanie Seagram, Judy Moore, Willi Wildman (Board Rep)

The Committee meets on January 9, 2018. Should they have Minutes or report to submit this will be identified as an addition to the agenda. No official report is available.

D.2 Museum Advisory Council [Advisory Body Report] –Robert B. Waing (C), Bud McCannell, Olav Vanderzon, Bob Gamble

The Committee meets on January 16, 2018. Should they have Minutes or report to submit this will be identified as an addition to the agenda. No official report is available.

D.3 By-Laws 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 January 18, 2018 By-Laws and Governance Committee Report as presented.

Recommended (move, second)

THAT The Blue Mountains Public Library Board accept as Information the Notice of Draft By-Laws and Governance Policies to be on the agenda for discussion and approval at the March 2018 Board Meeting.

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 January 18, 2018 Strategic Plan Committee Report as presented.

D.5 CEO Evaluation Committee Report

The 3 month anniversary date of the CEO is January 22, 2018. The Board may choose to complete an evaluation of the CEO and close the probationary period of employment. The By-laws identify the Chair and 1 member will comprise the committee.

Recommended (move, second)

THAT The Blue Mountains Public Library Board establish an Ad Hoc Committee with the mandate to Evaluate the CEO and recommend actions to either (a) close the probationary period and move the employment to permanent status; or (b) make recommendations to the Board for areas of improvement or changes, thus extending the probation through the end of the Sixth month. The CEO Evaluation Report shall be presented to the Board in the February Closed Session of the regularly Scheduled Board Meeting.

Recommended (move, second)

THAT The Blue Mountains Public Library Board appoint Chair John McKean and _____ to the Ad Hoc CEO Evaluation Committee.

E. Correspondence

None

F. Other Business / Round Table

F.1 March 2018 Board Meeting Date and Timing

G. Closed Session—None Scheduled

H. Notice of Meeting Dates / Adjournment

The next Regularly Scheduled Board Meeting will be February 15, 2018 at 2:00 pm at the Gallery of the L.E. Shore Memorial Library & Gallery.

This next Special Meeting of the Board: Training Day #2 is scheduled for March 19, 2018 for the purpose of educational training of the Board and will be closed in accordance with PLA 16.1.4(g) referring to the Municipal Act 239.3.1 [Closed Meetings-Educational & Training Sessions].

I. Adjournment

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
BMPL Board - ACTION ITEM LIST as at December 21, 2017 Meeting						
1	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	
2	All Members	16-Nov-17	Review Template ToR and provide feedback	1-Dec-17		Complete
2	C:Strat Plan	19-Oct-17	Draft Terms of Reference for Board approval	16-Nov-17		Complete
3	C:By-Law	19-Oct-17	Draft Terms of Reference for Board approval	16-Nov-17		Complete
4	C:AAC	19-Oct-17	Review and Update Terms of Reference	15-Feb-18	CEO will begin this task in January	
5	C:MAC	19-Oct-17	Review and Update Terms of Reference	15-Feb-18	CEO will begin this task in January	
6	Chair & V.Chair	27-Oct-17	Signing Authority Transferred at TD	27-Oct-17	Require Chair & V.C. to visit TD	Complete
7	C:By-Law	16-Nov-17	Compile Template ToR feedback and prepare final draft	21-Dec-17		Complete
8	CEO	16-Nov-17	Prepare draft MOU and present to BLG Cmt	1-Feb-18	Board review is anticipated in March	
9	CEO	16-Nov-17	Prepare draft By-Laws and present to BLG Cmt	18-Jan-18	Board review is anticipated in March	On Agenda
10	CEO	16-Nov-17	Prepare draft Governance Policies and present to BLG Cmt	18-Jan-18	Board review is anticipated in March	On Agenda

11	C:Strat Plan	16-Nov-17	Plan Board training & Strat Plan discussions	9-Jan-18	Next Training March 19. Focus Groups and additional research to follow.	On Agenda
12	CEO	16-Nov-17	Intermediate Signage for Gallery & CHD	15-Jan-17	2018 Budget	
13	CEO & Town	16-Nov-17	CEO begin discussions on electronic signage needs	Spring		
14	CEO	16-Nov-17	Establish a BMPL Business Number	1-Jan-18	Application with CRA approved	Complete
15	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	Finalization will occur the week of the Board Meeting. Progress has been quick and all needs are moving forward.	On Agenda
16	CEO	16-Nov-17	Request to include location of AED in newsletter	5-Jan-18	In Jan newsletter	Complete
17	CEO	16-Nov-17	Request to include history of CHD joining Library in newsletter	2-Feb-18	Slated for late winter newsletter	
17	CEO	21-Dec-17	AGCO PALS or other Special Occasion insurance for Gallery Openings	2-Feb-18	CEO is working on pricing the best insurance for our needs	
18	CEO	21-Dec-17	AGCO Special Occasion Licenses for Gallery Openings	2-Feb-18	Licenses completed for February-April 2018	Complete



CEO Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: January 18, 2018
Report Number: CEO.18.1
Subject: CEO Report, January 2018
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

THAT The Blue Mountains Public Library Board receive the January 2018 Library CEO Report as information.

B. Facilities

The review of the facility needs at L.E. Shore branch has been completed. Some of these have been Kboxed for repairs while others are on a list for discussions with the Town. The Craighleith Heritage Depot will have a similar comprehensive review in the month of January for both general facilities maintenance and Museum Standards maintenance. This will assist in building a 2018 Work Plan of physical needs to focus on. Some of the larger items, such as generators or security measures will be included in both 2018 and 2019 budgets outside of the Library.

C. Staffing

The CEO with Staff have begun work on a 2018 Work Plan. In future years this would be completed prior to the budget preparation and would inform budget requests. This Work Plan will be shared with the Strategic Planning Committee as it may further inform the Board of Strategic Plan administrative needs.

A part-time Museum Assistant position will be posted in January. Additionally, 2 Fill-In Casual positions will be posted. These positions are not new, but rather were unfilled in 2017.

D. Financial and Budget

The reorganization of the financial lines has occurred with TBM Finance department and the 2018 budget is now being reallocated appropriately within the new lines. This will not include any changes to the budgetary amounts which was approved by the Board and presented to Council, but rather is a reorganization subheadings and the location of

individual lines. For example: Programming was identified as an administrative line and Special Programs as an Operational Line. These are now both moved to a Programming subheading.

Additionally, an internal control for tracking of invoices prior to approval for release by TBM has been put into place. This will ensure budget lines are closely monitored at BMPL and not be dependent on TBM to inform the staff of status of accounts.

E. Operations

Quarter 1 2018 (Q1) CEO priorities are as follows (not ranked):

1. Meet with Staff for one on one discussions
2. Meet with Trustees for one on one discussions
3. Continue to meet with community members, patrons, and community groups
4. Begin surveying the patrons on services, preferences, and expectations
5. Meeting with AAC and MAC chairs for one on one discussions
6. Draft the Terms of Reference for the AAC and MAC and work with the Board and the Advisory Bodies to ensure these documents meet each parties needs and are clear in defining roles and functions
7. Draft By-Laws and Governance Policies and see them through committees and Board
8. Draft HR Policies and present to Board for ratification prior to the April 1 legislation deadline
9. Draft MOU and begin working with the committee and TBM to finalize the draft
10. Reorganize Governance Records
11. Reorganize Operational Records
12. Reorganize the financial procedures and lines
13. Develop a 2018 Operational Work Plan
14. Gap analysis and subsequent Plan to achieve Qualified Status as an Ontario Community Museum
15. Conclude Q1 with a Staff Appreciation Day which will have a focus on team building

F. Business Number

The CRA Business Number application is now complete with The Blue Mountains Public Library having our own 9 digit business number. It is anticipated that additional supporting statements will be submitted for completion of the NPO registry with CRA. All Libraries are identified as incorporated by the Public Libraries Act and not under normal application process. This, therefore, requires supporting documentation to be submitted by the Ministry for NPO registration to be affixed to the Business Number. Additionally, at this time the RT-tax number has not been requested as the tax reporting is completed under the Town. Likewise the RP-payroll number also has not been requested as payroll functions are being completed by the Town. Both of these functions will be included in the MOU in the coming months. Should the Board ever chose to alter these relationships and responsibilities, either away from a service by the Town or to have the Town work with the BMPL Business Number, the expansion of our own business number would be a simple

process. At this time, however, there is no administrative benefit to changes as the service model provided by TBM is:

- 1) a support to the BMPL;
- 2) streamlined for both the BMPL and TBM staff; and
- 3) within normal provincial library/municipal functions.

G. Attached

No Documents Attached

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
libraryceo@thebluemountains.ca
519-599-3681 extension 148

Town of The Blue Mountains
2017 Budget Variance Report
For the Twelve Months Ending December 31, 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>
EXPENSES							
Salaries, Wages & Benefits	\$26,760	\$584,265	\$0	\$584,265	\$592,545	\$8,280	99%
Administrative Expenses	\$4,576	\$26,384	\$0	\$26,384	\$16,450	(\$9,934)	160%
Personnel, Training and Travel	\$295	\$6,395	\$0	\$6,395	\$8,900	\$2,505	72%
Operating Expenses	\$584	\$26,688	\$0	\$26,688	\$23,000	(\$3,688)	116%
Communications	\$382	\$10,983	\$0	\$10,983	\$11,015	\$32	100%
Equipment Related	\$103	\$4,021	\$0	\$4,021	\$11,000	\$6,979	37%
Purchased Services	\$872	\$15,805	\$0	\$15,805	\$5,095	(\$10,710)	310%
Financial Expenses	\$476	\$10,051	\$0	\$10,051	\$6,055	(\$3,996)	166%
Premises and Site	\$0	\$478	\$0	\$478	\$0	(\$478)	0%
TOTAL EXPENSES	\$34,048	\$685,070	\$0	\$685,070	\$674,060	(\$11,010)	102%
TRANSFERS							
Transfers to Capital & Reserves	\$0	\$57,720	\$0	\$57,720	\$82,000	\$24,280	70%
Interfunctional Transfers	\$0	\$541	\$0	\$541	\$2,700	\$2,159	20%
TOTAL TRANSFERS	\$0	\$58,261	\$0	\$58,261	\$84,700	\$26,439	69%
TOTAL TRANSFERS & EXPENSES	\$34,048	\$743,331	\$0	\$743,331	\$758,760	\$15,429	98%
REVENUE							
Grants & Donations	(\$19,259)	\$15,042	\$0	\$15,042	\$27,000	\$11,958	56%
Interest and Investment	\$0	\$0	\$0	\$0	\$1,000	\$1,000	0%
Sales	\$422	\$8,456	\$0	\$8,456	\$8,700	\$244	97%
Fee and Charges	\$735	\$25,493	\$0	\$25,493	\$20,800	(\$4,693)	123%
Facilities Rental	\$160	\$4,148	\$0	\$4,148	\$4,500	\$352	92%
TOTAL REVENUE	(\$17,942)	\$53,139	\$0	\$53,139	\$62,000	\$8,861	86%
NET POSITION	(\$51,990)	(\$690,192)	\$0	(\$690,192)	(\$696,760)	(\$6,568)	99%



Library & Museum Services Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: January 18, 2018
Report Number: Services.18.1
Subject: Library & Museum Services Report, January 2018
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

A. Recommendations

THAT The Blue Mountains Public Library Board receive Library & Museum Services Report of January 2018 as information.

B. Talking Points

- We have produced three short films to capture a quick visual tour focused on Indigenous History, The Apple Industry and the Ski Industry. The local Blue Mountains' based Mountain Goat Film Company produce these films and it will be premiered on Sat. January 27 at 3:00 at Town Hall. RSVP to ensure a seat.
- 2017 Increases: Annual circulation increased by 11% and Membership increased by 5%.

C. Key Successes

- We have well surpassed our goal to double e-newsletter subscription by the end of January. We are already triple our subscription with 200+ new enrollees in December.
- Annual circulation has increased from 89,182 (2016) to 96,327 (2017).
- Membership as also increased from 4,232 (December 2016) to 4,461 (December 2017)

D. Statistical Usage

	LES	CHD	December Totals	November Totals	2017 Totals
Active Card Holders	4387	92	4,479	4,461	
Circulation	6685	268	6,953	7,719	96,327
Digital Circulation			996	987	10,317
Tours, Classroom Visits	12/251			37/778	
Children's Program	17/320	9/102 (2017)		18/293	
Adult Programs	10/187	42/484 (2017 total)	3/9 (CHD)	25/227 4/23 (CHD)	
Seniors Programs	8/120	3/182 (2017 total)		15/234	
Technical Programs			0	8	118
Research Requests		66	3	2	66
CHD Attendance (all)			186	287	4729
Gallery Program Attendance				55	

Canada 150 statistics have been prepared and we had 151 events, including programmes, exhibits and a social media event. 11,217 people accessed our events throughout the year. We will provide a visual tour of the year at the February Board Meeting.

The L.E. Shore Library provided youth programming over the Holiday Break, including Olde Fashioned Christmas Story Time, Crafternoon, Lego & Games and a special Magic Show. Holiday programs were attended by over 130 children from this community and visitors.

Winter Wellness Workshops will be featured at the Blue Mountains Public Library throughout January and February. These programs involve great partnerships with local businesses and are meant to encourage health and self-care. Program include: Namas-Tea (yoga for beginners featuring an herbal tea break) with certified yoga instructor, Kass Warden. We will also feature a Superfood Smoothies Workshop with [SoulShine Kitchen](#) and an Essential Oils & Aromatherapy 101 with doTERRA. Teens will have a chance to learn about Natural Beauty with DIY Bath Bombs with [Amama Skincare](#). February will feature a weekly Yoga for Kids classes, for children ages 6-14 years, which has already sold out.

Regularly scheduled programming, including Seniors Exercise, Story Time for Toddler, Story Time for Seniors, and our bi-weekly After-School Kids Club are back up and running and numbers are higher than ever.

E. Technical

Hoopla Digital Collection Costs

Hoopla digital, an online service offering downloadable and streaming ebooks, audio books, music, and movies has steadily increased in popularity since we introduced it in July 2017. Hoopla content is searchable in our online catalogue and we have promoted it in the library and on social media.

The cost of hoopla is determined by usage: each individual checkout costs between .69 and 4.99. To prevent overspending of the budget, patrons are permitted 5 checkouts a month, and there are daily and monthly budget caps. If a user tries to checkout a title once the daily budget cap has been reached, they receive a message stating "the daily budget cap of your library has been reached." This daily cap resets at 7pm. We are now regularly hitting our budget cap, and between 3-7 patrons per day are blocked from borrowing because of the budget cap. We will be looking at ways within the current budget to address this issue.

OverDrive Collection

We are members of a consortium of digital materials provided through Overdrive called the Ontario Library Service Download Centre. Although the collection is shared by many small public libraries, individual libraries may purchase additional copies of new and popular materials for the sole use of its own patrons. OverDrive is an American vendor, and we have been unable to purchase extra copies of popular titles for several months because the library is currently without a credit card following the CEO transition. Once a new credit card is received, we will be adding titles to the collection on a monthly basis.

F. Museum & Archives

January DJ Lessons – The first week of January you could hear some interesting sounds at the CHD. A successful program for children was held to create their own material culture through music. Lucio DiRose provided DJ Lessons for youth aged 9-14 in hopes of encouraging youth to create new means of expression through art. This program uses vinyl records just like one Willi Winkels created and is on display in the Ingenious Inventors exhibit.

Games from Around the World are getting a workout by visitors, and many are returning to challenge their friends and family. It includes the Canadian Game - Crokinole, the German Game - Chinese Checkers (yes, it is not Chinese at all!) and many more to share.

Kourey-Knapman Collection – A unique general store register in this collection is being transcribed by a volunteer. It lists suppliers and purchasers from the First World War period to just before the depression. It will help us with genealogy requests and references to organizations and groups from this time frame.

G. In the Gallery

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.

February: The February Blues

Themed event open for any submissions

The Arts Advisory Council for the Blue Mountains Public Library is sponsoring an open invitation, 'blues inspired', Arts and Craft exhibit, titled **February Blues**.

Artists are invited to explore and celebrate BLUE: the colour, the music, the place or the mood! Works will be accepted Thursday, February 1st between 10:00 am to 8:00 pm with a fee of \$10 for up to 3 hangings. The show will run February 3-March 1, 2018. The Opening Reception is scheduled for Saturday, February 3 2-4pm and will include live "blues" entertainment. This will be a licensed event.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
libraryceo@thebluemountains.ca
519-599-3681 extension 148



Committee Report

The Blue Mountains Public Library Board

Committee: By-Laws & Governance Committee
Meeting Date: January 5, 2018
Meeting Time: 1:00 p.m.
Location: Boardroom, L.E. Shore Memorial Library
Prepared by: Laurey Gillies, Chair

Attendees: Laurey Gillies, Chair
Odette Barnicki
Maurice Pepper
Dr. Sabrina Saunders, CEO/Secretary/Treasurer
Regrets: N/A
Absent: N/A

Recommendation:

1. That the Blue Mountains Public Library Board receive the By-Laws and Governance Committee Report of January 18, 2018 as presented.
2. THAT The Blue Mountains Public Library Board accept as Information the Notice of Draft By-Laws and Governance Policies to be on the agenda for discussion and approval at the March 2018 Board Meeting.

Summary:

The committee met on January 5th and reviewed a draft of new By-Laws and Governance Policies. The By-Laws echo the relevant legislation (e.g., Public Libraries Act, Heritage Act, etc.) and the policy section details each topic as it pertains to the Blue Mountains Public Library. We have another meeting scheduled for February 20th when we expect to finalize a version for Board consideration.

At this time, we anticipate giving notice of changes to the By-Laws at the February Board meeting for discussion, and hopefully approval, in March. Proposed wording will be distributed at least two weeks prior to the March Board meeting to give time for members to review the document in advance of discussions.

Once we have the By-Laws and Governance Policies in place, we will draft and review the MOU between the Town and the Board.



Committee Report

The Blue Mountains Public Library Board

Committee: Strategic Plan Committee

Meeting Date(s): December 22, 2017

Meeting Time: 10:00 a.m.

Location: Boardroom, L.E. Shore Memorial Library

Prepared by: Sabrina Saunders, Committee Secretary

Attendees: Odette Bartnicki, Chair
Laurey Gillies
Willi Wildman
Dr. Sabrina Saunders, CEO, Secretary/Treasurer

Regrets: N/A

Absent: N/A

Recommendation:

1. That the Blue Mountains Public Library Board receive the Strategic Plan Committee Report of January 18, 2018 as presented.

Summary:

The committee continued to work on the planning for the January 9, 2018 and March 19, 2018 Training Days. Additionally, the Committee discussed previous plans and planning documents available to the Committee and the Board include the Southern Ontario Library Services planning document templates and services, The Town of The Blue Mountains Official Plan and Strategic Plan.

The Committee and the CEO discussed the community consultation opportunities which would occur as part of the Strategic Plan preparation. The CEO will be working on short surveys throughout the spring which will ask key service interests. This information will inform the administrative work plans and may be of relevance within the Strategic planning process. The Committee will consider questions which would be appropriate for addition to these ongoing surveys. Additionally, focus groups targeting specific community needs (education, technology, health, seniors, etc) will be planned in a future meeting and scheduled when the Board training is complete.