

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

S.Saunders reminded the items on an Action List will be as of the last Board Meeting and will remain for 1 Board Meeting once completed so to demonstrate various completed items for the record. "Item 7: Signing Authority Transferred at TD" was marked complete. "Item 22: Request to include location of AED in newsletter" typo was corrected.

B. Deputations

No Deputations were made.

C. Staff Reports

C.1 Library CEO Report, December 2017

The written report was circulated.

Moved by: Maurice Pepper Seconded by: Odette Bartnicki

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

The Board discussed how to get faster results to the Health & Safety Matters listed on the staff reports. The Chair states an extra staffer slated for 2018 would assist in backlogged Kbox requests. S.Saunders stated the maintenance team is working with her to rectify issues and that she is building relations with them. An update was provided pertaining to the water logged walls of the janitor's closet and the lighting at the Craigleith Heritage Depot.

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

The written report was circulated.

Moved by: Bob Gamble Seconded by: Laurey Gillies

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

Sabrina provided a verbal report that many of the individual lines are well over budget; however the bottom line will be slightly under budget. Given that the CEO will be fully responsible for the budget in 2018, this will not be an issue moving forward. She also reported working closely with the Town Finance team to reorganize some of the lines and headings, and expects this work to be completed for February 1st.

C.3 Library & Museum Services Report

The written report was circulated.

Moved by: Maurice Pepper Seconded by: Odette Bartnicki

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

S.Saunders described what she hoped the new report to provide. Talking points each month would give a brief snapshot of what the Board may wish to share with the public. Additionally, this report would bring forward the four areas of Library Services, Technology, Museum/Archives, and Gallery; as well as general statistics of usage across the two locations.

Questions were posed about the Craigleith Heritage Depot reports of new water and bike stations coming to the site and reiterated that the Strategic Planning Committee will be working on both the Strategic Plan and the Master Space Planning document which will be a piece of the Strategic Plan. No work should be done which does not directly fill into this larger plan. The Chair recommend the CEO work with the Town as they have taken on responsibility for the Georgian Trail at the Depot crossing.

A request to break out statistics by Branch was received.

D. Committee Reports

D.1 AAC Committee Report

The written report was circulated.

Moved by: Willi Wildman Seconded by: Maurice Pepper

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

W.Wildman made an update that she and the AAC Board discussed their availability to support the Town's Arts Council through the end of the fiscal, but at this time there was no availability by members.

Moved by: Odette Bartnicki Seconded by: Bob Gamble

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.

M.Pepper requested that omnibus resolutions not be put forward. S.Saunders stated that for this situation she believed the resolution would take the place of policy and therefore was either an approval or rejection of the entire motion. The Chair asked if the Board would like to separate out the motions but it moved forward as a whole.

D.2 Museum Advisory Committee Report

The Committee meets every two months. As a result, the November 21, 2017 minutes have not yet been approved.

The CEO requested the name of the Museum Advisory Committee be changed to the Museum Advisory 'Council' in order to align both the MAC and AAC as both Council's, and to ensure the membership of the bodies could remain a single Trustee appointment with no ratio restrictions on quantity of community members to be appointed. Both will remain an Advisory Body to the Board and continue to report directly to the CEO.

O.Bartnicki requested an update on the invitation for the MAC to present how the transfer of the Craigeith Heritage Depot to the BMPL Board occurred within the BMPL E-Newsletter. S.Saunders stated this notice was made in November and will be further discussed at the January meeting with an anticipated publication in either February or March 2018 e-newsletter.

Moved by: Odette Bartnicki Seconded by: Willi Wildman
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

The written report was circulated.

Moved by: Laurey Gillies Seconded by: Odette Bartnicki
THAT The Blue Mountains Public Library Board receive as information the December 21, 2017 By-Laws and Governance Committee Report as presented.

L.Gillies (Committee Chair) also added that a request to Council occurred asking them not to publicize the resignations of members or begin to fill any positions until the Board had a chance to meet in December. This item is further discussed in Correspondence.

S.Saunders circulated an updated Template and Committee Terms of Reference. She apologized that the draft uploaded did not include the committee's most recent changes.

Moved by: Maurice Pepper Seconded by: Laurey Gillies
THAT The Blue Mountains Public Library Board approve the Template Terms of Reference for all Board Committees as amended.

Moved by: Laurey Gillies Seconded by: Odette Bartnicki
THAT The Blue Mountains Public Library Board approve the Terms of Reference of the By-Laws and Governance Committee as amended.

D.4 Strategic Plan Committee Report

The written report was circulated.

Moved by: Willi Wildman

Seconded by: Odette Bartnicki

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

Moved by: Odette Bartnicki

Seconded by: Laurey Gillies

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

O.Bartnicki presented an update on the January 9, 2018 Board Training Day and the Board selected March 19, 2018 as the second training day for 2018. S.Saunders stated an agenda and reading materials will be circulated within the week.

E. Correspondence

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

E.2 Roewel Guzman (December 6, 2017) Letter of Resignation

Moved by: Laurey Gillies

Seconded by: Odette Bartnicki

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

O.Bartnicki requested that a letter of thanks be provided to both Trustees for the service they had provided during their tenure. S.Saunders said she would do this on behalf of the Board.

Moved by: Laurey Gillies

Seconded by: Bob Gamble

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

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

The Blue Mountains Public Libraries 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.

A brief discussion on appointment length and official end of date of term was discussed. Sabrina explained the wording of the Public Libraries Act states that a Board must be appointed within 60 days of the Council's first meeting. The Chair stated the new Council first meeting is scheduled for December 2, 2018. The current Board would remain Trustees until the new Board's first meeting, or 60 days following the first meeting, whichever comes first.

Moved by: Odette Bartnicki

Seconded by: Willi Wildman

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

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

Moved by: Odette Bartnicki Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board receive the correspondence E1-E3 as information.

S.Saunders reviewed the IPC letter including the remediation section. She walked the Board through the timeline and that the Board and Senior Staff would receive the training as required, by the legal team, and that all policy documents were slated to be ratified by the Board at the March meeting. This would put the Board in full compliance by the April 30, 2018 deadline.

F. New and Unfinished Business / Round Table

None

G. Closed Session

None

H. Notice of Meeting Dates / Adjournment

The next Library Board Meeting will be a Special Meeting: Training Day 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].

The next Regularly Scheduled Board Meeting will be January 18, 2018 at 2:00 pm at the Gallery of the L.E. Shore Memorial Library & Gallery.

Regrets were received from L.Gillies and W.Wildman for the January 18, 2018 Board meeting.

I. Adjournment

Having come to the end of the agenda, the Board adjourned at 3:27pm.

Moved by: Odette Bartnicki Seconded by: Willi Wildman

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

John McKean, Chair of the Board

Dr. Sabrina Saunders, Board Secretary