



Minutes

The Blue Mountains Public Library Board Meeting

Meeting Date: October 19, 2017
Meeting Time: 2:30pm
Location: Town Hall, Council Chambers
Prepared by: Elisa Chandler, Manager of Technical and Virtual Services

A. Call to Order

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

Also present: Interim CEO Cindy Weir.

- **Approval of Agenda**

Moved by: R.J. Gamble Seconded by: Odette Bartnicki

THAT the Agenda of October 19, 2017 be approved, including the following additions: E.7 Recap and Confirmation of Committees of the Board, E.8 Change of Bylaws, E.9 Library Personnel Policy, Carried.

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

None

- **Previous Minutes**

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

THAT The Blue Mountains Public Library Board minutes of September 21, 2017 be approved as circulated, including any revisions to be made, Carried.

B. Deputations

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

B.1 None

C. Reports

As Chair of the meeting, Maurice indicated he was going to change the way Chair John McKean usually did things. Instead of discussing reports and then receiving them, it made more sense to him for the board to officially receive the reports and then discuss them. He asked if anyone had any problem with that decision. None of the board members indicated any problem.

C.1 CEO Report, October 2017, CEO.17.10

Cindy Weir informed the Board that 177 Bruce Street was demolished today.

Moved by: Ron Gray Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board receive Staff Report CEO.17.10, entitled "CEO Report, October 2017" as information, Carried.

C.2 Library and Museum Operating Budget Variance Report, ending September 30, 2017

Cindy confirmed that the library is expecting to end the year within budget.

Moved by: Laurey Gillies Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board approve the 2017 Budget Variance Reports for the month ending September 30, 2017 as it relates to the Library and the Museum, Carried.

C.3 Health and Safety Report, September 2017

Cindy explained that delays to fixing health and safety problems are sometimes budget-related. The Town's Joint Health and Safety Committee also receives Library health and safety reports and reviews them on a monthly basis.

Moved by: R.J. Gamble Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board receive Health and Safety Report HSR.17.23, entitled "Health and Safety Report, September 2017", Carried.

C.4 Craigeith Heritage Depot – No report

C.5 MOU Committee Report – Maurice Pepper – no report

Maurice asked board members with input on the draft MOU with the Town to email him and cc the CEO.

D. Correspondence

- D.1** Harold Johnston – mail
- D.2** Murray Rogers – mail
- D.3** Valerie Shaw - email
- D.4** Julia Hinds – email
- D.5** Maureen Munden – email
- D.6** Patrick Delaney – email
- D.7** Patrick Delaney – email
- D.8** Rosemary Gosselin – email
- D.9** Richard Griffith – email
- D.10** Alar Soever – mail
- D.11** Laura Albanese – Minister of Citizenship and Immigration – mail

R.J. Gamble thanked Murray Rogers and Harold Johnston for their well-written and professional letters. He stated that the Library should acknowledge the receipt of all correspondence in an appropriate manner and asked Cindy to acknowledge the receipt of the mailed correspondence by mail if addresses are available.

Odette Bartnicki acknowledged that an error was made by sending out an email that included Paul Wilson's personal email and street address. She asked Mr. Wilson to accept the board's sincere apology for this mistake.

Moved by: Odette Bartnicki Seconded by: Ron Gray

THAT The Blue Mountains Public Library Board receive correspondence items D.1 to D.11, Carried.

E. New and Unfinished Business

E.1 Preliminary Budget

Ruth Prince, Director of Finance /IT and Treasurer at the Town was not in attendance due to a conflict in her schedule.

Moved by: Ron Gray Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board approve the 2018 budget as presented and that it be presented to Council for their consideration, Carried.

E.2 Appointment of Sabrina Saunders as CEO

Moved by: Odette Bartnicki Seconded by: Ron Gray

THAT Dr. Sabrina Saunders be appointed as the CEO of The Blue Mountains Public Library effective October 23, 2017, Carried.

E.3 Signing Authority

Moved by: Odette Bartnicki Seconded by: R.J. Gamble

THAT the Blue Mountains Public Library Board give full signing authority for The Blue Mountains Public Library to Dr. Sabrina Saunders in her position as Library CEO and Library Board Treasurer/Secretary, Carried.

E.4 Access to Electronic Records

Moved by: R.J. Gamble Seconded by: Odette Bartnicki

THAT Dr. Sabrina Saunders be given access to the c.weir "I: drive" and emails for Cindy Weir, effective October 24, 2017, for the purpose of information necessary for her position as CEO, Carried.

E.5 Signage

Moved by: Ron Gray Seconded by: Odette Bartnicki

THAT The Blue Mountains Public Library Board strike a subcommittee to investigate and report back to the Board on the exterior signage at all locations with branding; and

THAT Board members Willi Wildman (Chair), Ron Gray and Odette Bartnicki are appointed to the committee, Carried.

E.6 Round Table

Moved by: Laurey Gillies Seconded by: Ron Gray

THAT at Cindy Weir's last board meeting as Interim CEO, The Blue Mountains Public Library Board express their appreciation for her dedication and hard work, Carried.

Odette Bartnicki noted that this is Ontario Public Library Week. She is impressed by the electronic notices she receives of library events and services and she thanked staff and volunteers for all the work they do. She referred to the correspondence by the Minister of Citizenship and Immigration (D.11) and suggested that library staff nominate a volunteer for the June Callwood Achievement Award for Voluntarism.

E.7 Recap and Confirmation of Committees of the Board

Odette Bartnicki suggested it would be helpful to record all committees of the board and their membership.

Strategic Planning Committee: Odette Bartnicki (Chair), Ron Gray, Willi Wildman

Bylaw Committee: Maurice Pepper (Chair)

MOU Committee: Maurice Pepper (Chair), Ron Gray

Arts Advisory Council: Willi Wildman (Library Board Representative)

Museum Advisory Committee: R.J. Gamble, Roewel Guzman (Library Board Representatives)

Signage Committee: Willi Wildman (Chair), Ron Gray, Odette Bartnicki

Budget Committee: Maurice Pepper, R.J. Gamble

At the November meeting, committee chairs will bring motions to discharge their committee if appropriate.

E.8 Change of Bylaws

Laurey Gillies pointed out three places where the Bylaws may need to be amended: (1) page 9: a “not” should be removed; (2) section 6.3: a “not” should be removed; and (3) Code of Conduct, C4 “Acting in a manner that does not attempt” should be “Acting in a manner that attempts...”.

Cindy Weir believes that Laurey may have a draft copy of the Bylaw. She will investigate and send Laurey the final document. If amendments are required, they will be brought to the November meeting.

E.9 Library Personnel Policy

Odette Bartnicki stated that the events of last year brought pain to staff at the library and the library’s personnel policy should be updated. She requested that reviewing the policy be a priority for the new CEO.

F. Closed Session

Moved by: Willi Wildman Seconded by: Odette Bartnicki

THAT, with regard to section 16.1(4) of the *Public Libraries Act*, That this Library Board do now move into closed session in order to address matters pertaining to personal matters about an identifiable individual, labour relations or employee negotiations and for the purposes of adoption of closed session minutes.

The board moved into closed session at 3:41pm

The board rose from closed to public session at 4:04pm

G. Notice of Meeting Dates / Adjournment

The next Library Board Meeting will be November 16, 2017 at 2:00pm at the L.E. Shore Memorial Library.

H. Adjournment

Moved by: Ron Gray

THAT this Library Board does now adjourn at 4:07pm to meet again at the call of the Chair, Carried.

Vice Chair Maurice Pepper