



# Minutes

## The Blue Mountains Public Library Board Meeting

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

<b>In Attendance</b>	Odette Bartnicki Michael Martin <del>Willi Wildman</del>	Bob Gamble <del>John McKean</del>	<del>Laurey Gillies</del> Maurice Pepper
<b>Absent</b>	N/A		
<b>Regrets</b>	Laurey Gillies	John McKean	Willi Wildman

### A. Call to Order

#### A.1 Approval of Agenda

##### BMPL-Resolution 2018-01

Moved by: Odette Bartnicki Seconded by: Michael Martin  
 THAT the Agenda of January 18, 2018 be approved as circulated, including any items added to the Agenda.

Additions:

- F2 Insurance update
- F3 Trustee Council

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

None Identified

#### A.3 Previous Minutes

##### BMPL-Resolution 2018-02

Moved by: Odette Bartnicki Seconded by: Bob Gamble  
 THAT The Blue Mountains Public Library Board minutes of December 21, 2017 be approved as circulated, including any revisions to be made.

##### BMPL-Resolution 2018-03

Moved by: Odette Bartnicki Seconded by: Bob Gamble  
 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**

### **BMPL-Resolution 2018-04**

Moved by: Michael Martin Seconded by: Odette Bartnicki

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

In discussions it was requested to see more of a history of what had been completed by the Board. The members of the gallery were asked if this would be helpful. S.Saunders agreed to alter the format to be a running numbered list per fiscal beginning in January 2018. Items which were completed would be hidden after 1 month of completion. Keeping the file on one document would allow for ease of review of completed tasks.

## **B. Deputations**

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No Deputations were made.

## **C. Staff Reports**

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

#### **BMPL-Resolution 2018-05**

Moved by: Bob Gamble Seconded by: Odette Bartnicki

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

The Board briefly discussed the included in the report, the new Board Business Number, and the Fair Workplaces legislated changes to the Employment Standards Act. S.Saunders stated changes for January 2018 are represented in the current policies and the April changes are reflected in the new personnel policies under review by the By-Laws and Governance Committee.

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

#### **BMPL-Resolution 2018-06**

Moved by: Bob Gamble Seconded by: Michael Martin

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

O.Bartnicki requested an update on reserve funds of the Board. S.Saunders stated this would be brought back for the February 2018 meeting with available usage.

### **C.3 Library & Museum Services Report**

#### **BMPL-Resolution 2018-07**

Moved by: Bob Gamble Seconded by: Odette Bartnicki

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

The Board discussed the increase of the e-newsletter subscription as both a positive outcome of the staff and a demonstration to improve communication of services and programs with the Community more effectively. Additionally the successful increases of circulation and the financial impact of the popular services of Hoopla were discussed.

## **D. Committee Reports**

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### **D.1 Arts Advisory Council Report**

No report due to timing of the January meeting.

### **D.2 Museum Advisory Council Report**

A verbal report was provided by B.Gamble, Board representative to the MAC and O.Bartnicki, Chair of the Strategic Planning Committee who attended the January meeting of MAC. Needs for expansion of the Museum/Library were discussed at the meeting and MAC will provide a report to the Committee for consideration in the BMPL Strategic Plan. Additionally available Development Charges revenues were discussed. S.Saunders stated she would be attending the update from the Town and Town consultant on February 6<sup>th</sup> pertaining to the updated By-Law on the Development Charges.

### **D.3 By-Law and Governance Committee Report**

#### **BMPL-Resolution 2018-08**

Moved by: Odette Bartnicki    Seconded by: Maurice Pepper

THAT The Blue Mountains Public Library Board receive as information the January 18, 2018 By-Laws and Governance Committee Report as presented.

#### **BMPL-Resolution 2018-09**

Moved by: Maurice Pepper    Seconded by: Odette Bartnicki

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**

#### **BMPL-Resolution 2018-010**

Moved by: Odette Bartnicki    Seconded by: Bob Gamble

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**

#### **BMPL-Resolution 2018-011**

Moved by: Michael Martin    Seconded by: Odette Bartnicki

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.

**BMPL-Resolution 2018-012**

Moved by: Michael Martin Seconded by: Odette Bartnicki

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

The CEO evaluation will be brought back at the February meeting in a Closed Session.

**E. Correspondence**

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None

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

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**F.1 March 2018 Board Meeting Date and Timing**

The Board moved the March 15 meeting to March 22<sup>nd</sup> so it would follow the March 19<sup>th</sup> training day. A main component of the March meeting will be the approval of the By-Laws and Governance Policies and the Board wished to have been through both the MFIPPA and AODA training prior to completion of the approvals.

**F.2 Insurance-PAL'S**

S.Saunders stated that the contract with Co-Operators as an underwriter for the Party and Alcohol Liability insurance would be completed in January and be in effect for the first licensed event on February 3, 2018.

**F.3 Trustee Council Meeting**

S.Saunders asked for a volunteer to be the point person for the Trustee Council as well as someone to attend the next Trustee Council in Perth on Saturday, April 7<sup>th</sup>. Meetings occur in November and April annually and always fall on a Saturday. S.Saunders is currently the contact for the Trustees as Board Secretary, but this function could be turned over to one of the Board members. This item was tabled until the full members were present.

**G. Closed Session**

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None

**H. Notice of Meeting Dates / Adjournment**

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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

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Having come to the end of the agenda, the Board adjourned at 3:23pm.

### **BMPL-Resolution 2018-013**

Moved by: Michael Martin

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

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Maurice Pepper, Meeting Chair

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Dr. Sabrina Saunders, Board Secretary