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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** November 15, 2018  
**Meeting Time:** 2:00 p.m. Closed Session  
2:45 p.m. Open Session  
**Location:** L.E. Shore Boardroom  
**Prepared By:** Dr. Sabrina Saunders, CEO

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**Mission:** *The Blue Mountains Public Library is the dynamic centre of community engagement where everyone is free to create, explore, learn, research and connect in an inclusive environment.*

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### A. Call to Order

- *Moment of Reflection*
- *Indigenous Acknowledgement Statement*
- *Public Announcement*

#### A.1 Approval of Agenda

**Recommended** (Move, second)

THAT the Agenda of November 15, 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 October 25, 2018 be approved as circulated.

## B. Communications with the Board

### B.1 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), and Board policy, 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, included in Board packages, and/or made available to the public upon request.

**None currently registered. Deadline is Monday, November 12<sup>th</sup> at 2pm.**

### B.2 Public Input on the Agenda

The Public Input on Agenda Items is an open mic session where community members may speak on any issue which is included in the agenda. This format is intended to provide an opportunity for community input prior to Board decisions being made. There is no advance application process. Prior to the meeting the Board Secretary will have a sign-up sheet for community members who wish to address issues on the agenda. On the sign-up sheet, presenters will be asked to identify the agenda item to be addressed. The order of presenters is at the discretion of the Chair. Total time is limited to 20 minutes for this agenda item and the Chair may extend this time if the Board approves and the agenda permits. Individual presenters shall be limited to three (3) minutes. Board questions and response will not be included in the time. The identity of presenter and agenda item addressed will be noted in the minutes.

	Speaker	Agenda Item Addressing
B.2.1		
B.2.2		
B.2.3		
B.2.4		
B.2.5		
B.2.6 If time		
B.2.7 If time		

### B.3 Correspondence

**Recommended** (Move, second)

**THAT** The Blue Mountains Public Library Board receive as information the communication with the Board.

## C. Action Items

### C.1 Action Items

56 of 58 items were completed [96.5% completion rate of the Annual Action Plan 2018]

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board receive as information the Board Action Item List and November 15, 2018 Status Update of the Annual Action Plan.

## **D. Strategic Plan Update**

### **D.1 Vibrant Spaces and Capital Campaign Committee Report**

—No members for November 2018 Meeting

### **D.2 Organizational Capacity, By-Laws and Governance Committee Report**

—Laurey Gillies (C), Odette Bartnicki, Maurice Pepper

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board receive the November 2018 Organizational Capacity, By-Laws and Governance Committee Report as information.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve POL-ADM.2018.101 Salary Administration.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve POL-BLG.2018.10 Powers and Duties of the Board amendment.

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve the amendment to *POL-BLG.2018.07 Staff* subsection 1.2 to delete the word “monthly”.

### **D.3 Service Excellence Report**

—CEO Report

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board receive the November 2018 Service Excellence CEO Report as information.

### **D.4 Communications and Strategic Planning Committee Report**

—Odette Bartnicki (C), Laurey Gillies, Willi Wildman

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board receive the November 2018 Communications and Strategic Planning Committee Report as information.

## **E. Other Reports**

### **E.1 Library CEO Additional Reports**

--no additional information--

**E.2 Consolidated Variance Report [quarterly]**

**Recommended** (move, second)

THAT The Blue Mountains Public Library Board approve Library and Museum consolidated Variance Report as at October 31, 2018.

**E.3 Museum Advisory Council Minutes**

– Robert B. Waind (C), Bud McCannell, Olav Vanderzon, Bob Gamble

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board receive as information the Museum Advisory Council minutes of July 17, 2018 as information.

**F. Other Business / Round Table**

**F.1 2018-44-P-LIB RFP-Feasibility Study and Space Plan Update 2018-44-LIB RFP-Feasibility Study and Space Plan Update**

**F.2 CEO Performance Appraisal**

The document will be shared with the Board in closed session. The Board will have the opportunity to ask questions of the committee. The acceptance of the report will occur in open session.

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board accept as information the CEO Annual Performance Appraisal.

**F.3 Roundtable—additions for discussion by Board**

**F.4**

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board accept as information the Other Business and Round Table discussions.

**G. Notice of Meeting Dates**

A community information session on Board, MAC, and ACC membership is being offered November 15, 2018 at 6:00pm.

The Feasibility Study and Space Plan(s) will be presented at a Special Board Meeting on November 29, 2018 by LGA Architectural Partners Inc. at 6:00pm.

The next regularly scheduled Board Meeting is January 17, 2019 at 2:00pm and will be with the new Board appointments.

The CEO, Chair or any two members may call a Special Meeting of the current Board for any pressing business any time prior to the Board appointments, currently scheduled for December 10, 2018.

## H. Closed Session –Moved to Top of Agenda

*The Board certifies that no other business will occur following the closed meeting other than listed on this agenda, including the accepting of motions made in camera and adjourning the meeting.*

**Recommended** (Move, second)

THAT, with regard to section 16.1(4) of the *Public Libraries Act*, That The Blue Mountains Public Library Board do now move into closed session in order to address matters pertaining to labour relations (CEO Annual Performance Appraisal).

The board moved into closed session at (            ) pm

**Adjournment of Closed Session**

**Recommended** (Move, second)

THAT The Blue Mountains Public Library Board does now adjourn from closed session at \_\_\_\_\_ pm.

**Return to Open Session**

The board rose returned to the public session at (            ) pm

**Recommended** (Move, second)

THAT The Blue Mountains Public Library do approve all resolutions and recommendations made in Closed Session.

## I. Adjournment

**Recommended** (Move)

THAT this Blue Mountains Public Library Board does now adjourn at \_\_\_\_ p.m. to meet again at the call of the Chair.



# Action Plan for 2018

## The Blue Mountains Public Library Board

The Strategic Planning Committee and Board felt that the work being completed in 2018 is significant, and that an Action Plan for the 2018 year would provide the Committee with clear direction and a mandate to move forward in achieving the many goals addressed within the 2017 and 2018 Action Lists. This document is the Action Plan that identifies the goals, the description of those goals and the measurable and achievable outcomes to be completed in 2018.

Goals	Outcomes	Responsible Party	Expected Timing	Status	
<b>1</b>	<b>Communication</b>				
The Library Board, together with our CEO, Staff and Community Members, will work collaboratively to strengthen, build and maintain positive, respectful relationships and communications					
	1.1	Provide opportunities for public input at Board meetings	Board	May 2018	<b>COMPLETE 4-19-18</b>
	1.2	Develop a Communication Plan	CEO & Board	Sept 2018	<b>DEFERRED to 2019</b>
	1.3	Increase the e-newsletter subscription from 2.3% to 25% of active card holders	CEO	Achieved 24% e-subscription total and 10% on the primary e-newsletter.	<b>ONGOING EFFORTS COMPLETE 11-15-18</b>
	1.4	Provide information on the Library Board's legal mandate and limitations	Board & CEO	Ongoing	<b>COMPLETE 11-15-18</b>

<b>2 Recruit &amp; Retain Employees</b>					
Recruit & Retain a CEO and Staff to provide service excellence in the Gallery, Library, Archives, and Museum (“GLAM”) experiences					
2.1	Recruit, appoint, and provide orientation for CEO through completion of the probation period	Board & Committee	Feb 2018	<b>COMPLETE</b>	<b>2-15-18</b>
2.2	Provide Staff and CEO with ongoing professional development opportunities which support library and museum goals	CEO with Board	Ongoing	<b>Ongoing</b>	
2.3	BMPL will become an employer of choice in regional library services (e.g job satisfaction, personnel policies, pay equity, benefits, training, succession planning, Health & Safety)	CEO & Board	Dec 2018	<b>Tasks Completed</b>	<b>7-19-18</b> <b>Ongoing</b>
<b>3 Policy Review &amp; Approval</b>					
Ensure that all by-laws, policies and procedures reflect current legislation and best practices					
3.1	Create and approve new By-Laws & Board Governance policies which reflect current legislation and best practice	By-Laws & Governance Cmt with Board	March 2018	<b>COMPLETE</b>	<b>3-22-18</b>
3.2	Create and approve new Human Resources and Health & Safety policies which reflect current legislation and best practice	CEO with Board	April 2018	<b>COMPLETE</b>	<b>4-19-18</b>

	<b>UPDATE TO RESPONSIBLE PARTY—</b>	3.3	Create and approve new User Services policies which reflect current legislation and best practice	<del>CEO</del> <b>CEO with Board</b>	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
		3.4	Create and approve new Operational policies which reflect current legislation and best practice	CEO	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
<b>4</b>	<b>MOU Development &amp; Approval</b>					
	<i>Create and approve a Memorandum of Understanding (“MOU”) between the Library Board and Town Council which outlines the supports and services provided by the Town to the Library, and by the Library to the Town</i>					
		4.1	Define roles and responsibilities in Human Resources	CEO & CAO By-Laws & Governance Cmt Board & Council	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
		4.2	Define roles and responsibilities in Financial Services	Same as 4.1	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
		4.3	Define roles and responsibilities in Information Technology	Same as 4.1	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
		4.4	Define roles and responsibilities in Facility Maintenance	Same as 4.1	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
		4.5	Define Insurance and Risk Management Support	Same as 4.1	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
		4.6	Define roles and responsibilities in Shared Town Services	Same as 4.1	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
		4.7	Define Marketing and Communication Access	Same as 4.1	May 2018	<b>COMPLETE</b> <b>5-17-18</b>



	<b>UPDATE TO EXPECTED DATE— PULLED AS SEPARATE DOCUMENT</b>	4.8	Define Lease Agreements	Same as 4.1	<del>May 2018</del> Sept 2018	<b>DEFERRED to 2019</b>
		4.9	Define roles in Corporate Training of the Board and Advisory Bodies (AAC/MAC)	Same as 4.1	May 2018	<b>COMPLETE 5-17-18</b>
		4.10	Define Legal Services available to Board	Same as 4.1	May 2018	<b>COMPLETE 5-17-18</b>
<b>5</b>	<b>Board Development</b>					
	Board members will participate in orientation in legislative and sector specific best practices of Not for Profit Organizations in the culture sector.					
		5.1	Orientation to Public Libraries Act	Strategic Planning Committee with SOLS	Jan 2018	<b>COMPLETE 1-9-18</b>
		5.2	Orientation to Board/CEO Relationships with “Cut to the Chase” OLBA document	Strategic Planning Committee with SOLS	Jan 2018	<b>COMPLETE 1-9-18</b>
		5.3	Orientation to Ontario Standards for Community Museums	Strategic Planning Committee with CEO	Jan 2018	<b>COMPLETE 1-9-18</b>
		5.4	Orientation to AODA policy development	Strategic Planning Committee with CEO	Mar 2018	<b>COMPLETE 2-15-18</b>
		5.5	Orientation to MFIPPA	Strategic Planning Committee with Legal Consultant	Mar 2018	<b>COMPLETE 3-19-18</b>

<b>UPDATED NUMBERING FOR CLARITY</b> —5 .6	Orientation to Capital and Operational Budgets, Reserves Accounts, Development Charges Reserves, and Salary Grid	CEO	May 2018	--
5.6a	Orientation to Capital and Operational Budgets	CEO	May 2018	<b>COMPLETE 7-19-18</b>
5.6b	Orientation to Reserves Accounts	CEO	May 2018	<b>COMPLETE 7-19-18</b>
5.6c	Orientation to Development Charges Reserves	CEO	May 2018	<b>COMPLETE 7-19-18</b>
5.6d	Orientation to Salary Grid	CEO	May 2018	<b>COMPLETE 6-21-18</b>
<b>6 Board Transition Plan</b>				
Develop a transition plan based on best practices in Library Board succession				
6.1	Develop an advisory document to Council on provincial best practices of Board selection and appointment	Board with CEO	Oct 2018	<b>COMPLETE 6-21-18</b>
<b>UPDATE TO EXPECTED DATE</b> —6.2	Provide a community information session regarding the role of Library Board members and AAC/MAC members and the application processes	Board & CEO	<del>Oct 2018</del> Nov 15, 2018 at 6:00 pm The Gallery	<b>COMPLETE 11-15-18</b>
6.3	Provide orientation to new Board members following appointment by Council	CEO with possible consultants	Dec 2018	<b>SCHEDULED 1-8-18 and 1-14-18</b>

## 7 Meet Gallery, Library, Archive & Museum “GLAM” Standards for Ontario

### Achieve Library Accreditation

7.1	Renew Accreditation under the 7 <sup>th</sup> edition of the Ontario Public Library Guidelines for L.E. Shore Memorial Library branch	CEO	Nov 2018	<b>SCHEDULED 11-22-18</b>
7.2	Investigate Accreditation options for the Craigleith Heritage Depot	CEO	Nov 2018	<b>COMPLETE 6-21-18</b>

### Meet the Ontario Standards for Community Museums

<b>UPDATE TO EXPECTED DATE</b> —7.3	Achieve all Standards as set out by the Ministry	CEO	<del>Aug 2018</del> Nov 2018	<b>MTCS Reviewing 9-30-18</b>
<b>UPDATE TO EXPECTED DATE</b> —7.4	Complete application to the Ministry for community museum “Qualified Status”	CEO	<del>Aug 2018</del> Nov 2018	<b>COMPLETE 9-30-18</b>
<b>UPDATE TO EXPECTED DATE</b> —7.5	Make a case for the Community Museum Operating Grant (CMOG) application to be reopened for qualified but unfunded community museums in Ontario	CEO	<del>Aug 2018</del> Nov 2018	<b>COMPLETE 9-30-18</b>

## 8 Research & Data Collection

Consult with key stakeholders to identify the GLAM program and service needs of the community. This research will inform the Feasibility Study and Space Plan [Goal 9], and Strategic Plan [Goal 10].

8.1	Consult Staff	Strat Plan Cmt CEO	May 2018	<b>COMPLETE</b> <b>5-31-2018</b>
8.2	Consult Arts Advisory Council	Strat Plan Cmt CEO	May 2018	<b>COMPLETE</b> <b>3-31-18</b>
8.3	Consult Museum Advisory Council	Strat Plan Cmt CEO	May 2018	<b>COMPLETE</b> <b>3-31-18</b>
8.4	Consult Chamber of Commerce	Strat Plan Cmt CEO	May 2018	<b>COMPLETE</b> <b>4-16-18</b>
8.5	Identify and consult Key stakeholders (e.g. children, teens, seniors, health professionals, educators, non-users, etc).	Strat Plan Cmt CEO	June 2018	<b>COMPLETE</b> <b>6-30-18</b>
8.6	Complete Community Input Survey(s)	Strat Plan Cmt CEO	June 2018	<b>COMPLETE</b> <b>6-14-18</b>
8.7	Consult Experts in the GLAM fields	Strat Plan Cmt CEO	June 2018	<b>COMPLETE</b> <b>7-9-18</b>
<b>9 Feasibility Study and Space Plan</b>				
Conduct a Feasibility Study and Space Plan				
9.1	Tender Feasibility Study and Space Plan [on GLAM and 173/177 Bruce St and 113 Lakeshore Rd properties]. This includes signage and branding which respect the individual identities of the two locations	Strat Plan Cmt CEO with Town	May 2018	<b>COMPLETE</b> <b>6-21-18</b>
<b>UPDATE TO EXPECTED DATE</b> —	9.2 Complete and present Feasibility Study and Space Plan	Consultant	<del>August 2018</del> Nov 29, 2018	<b>SCHEDULED</b> <b>11-29-18</b>
9.3	Update the Capital Plan 2019-2021 based on the Feasibility Study	Board & CEO	Sept 2018	<b>COMPLETE</b> <b>9-20-18</b>

## 10 Strategic Plan 2018-2022

Complete the four-year Strategic Plan informed by Goal 8 and 9

**NUMBERING UPDATED FOR CLARITY—**10.1a

Update Mission, Vision & Values

Board with Staff & Community feedback

May 2018

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10.1a Update Mission

Board with Staff & Community feedback

May 2018

**COMPLETE**  
**5-17-18**

10.1b Update Values

Board with Staff

May 2018

**COMPLETE**  
**5-17-18**

10.1c Update Vision

Board with CEO

May 2018

**COMPLETE**  
**9-20-18**

10.2 Draft Strategic Plan 2018-2022

Strat Plan Cmt  
CEO

August 2018

**COMPLETE**  
**9-20-18**

**UPDATED FOR DATE—**10.3

Receive Community Feedback on draft Plan

Board

~~August 2018~~  
Sept 13, 2018

**COMPLETE**  
**9-20-18**

**UPDATED FOR DATE—**10.4

Approval of Strategic Plan

Board

~~Sept 2018~~  
Oct 2018

**COMPLETE**  
**9-20-18**

10.5 Align the Operational Budget 2019-2021 based on the Strategic Plan

Board & CEO

Sept 2018

**COMPLETE**  
**9-20-18**

## 11 Annual Report

Produce Annual Report to the community

11.1 Publish an Annual Report including the 2017 audit

CEO with Board

June 2018

**COMPLETE**  
**6-21-18**

11.2 Distribute an Executive Summary of the Annual Report to the Community

CEO

June 2018

**COMPLETE**  
**6-21-18**

11.3 Present the Annual Report & audit to  
the community

Board & CEO

July 2018

**ONLINE**  
**6-21-18**

Item #	Delegated to	Meeting Date	Action Required / Motion	Target Date	Notice Sent/Comments	Standing
<b>2018 BMPL Board - ACTION ITEM LIST as at November 15, 2018 Meeting</b>						
3	C:MAC	19-Oct-17	Review and Update Terms of Reference	15-Feb-18		Complete
18	CEO	16-Nov-17	Intermediate Signage for Gallery & CHD	1-Dec-18	AAC approved logo for print at 9-11-18 mtg. CEO to complete variance requests in December for LES and wait for space plan for CHD	
19	CEO & Town	16-Nov-17	CEO begin discussions on electronic signage needs	20-Sep-18	Included in Space Plan RFP. Moved from Spring to Fall target	
35	C:Strat Plan	21-Jun-18	Community Information Session on becoming a Board member, MAC/AAC member	22-Oct-18	Nov 15 6:00pm	On Agenda

## The Blue Mountains Public Library Board

**Committee:** Organizational Capacity, By-Laws & Governance Committee  
**Meeting Dates:** October 30, 2018 1:00pm  
**Location:** L.E. Shore Boardroom  
**Prepared by:** Laurey Gillies, Chair

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

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### Recommendations:

1. **THAT The Blue Mountains Public Library Board receive the November 15, 2018 By-Laws and Governance Committee Report as information.**
2. **THAT The Blue Mountains Public Library Board approve the Salary Administration Policy (POL-ADM.2018.101).**
3. **THAT The Blue Mountains Public Library Board approve the amendment to POL-BLG.2018.10 Duties and Responsibilities of the Board, adding the section VI on Planning.**
4. **THAT The Blue Mountains Public Library Board approve the amendment to By-Law 7.4 subsection 1.2 to delete the word "monthly".**

### Summary

The Committee completed its review of policies and presents Salary Administration for approval (recommendation 2).

As per notices given at the last Board meeting, two By-Laws are presented for approval:

- By-Law 10 adding a new section on planning as required to achieve accreditation under the Ontario Public Library Standards (recommendation 3).
- By-Law 7.4 sub-section 1.2 deleting the word "monthly" from the statement "Preparing and presenting monthly finance reports to the Board" (recommendation 4). This aligns the By-Laws with the policy approved at the October Board meeting that consolidated financial statements be presented quarterly.

Further to the Board Recruitment Plan, the Committee reviewed and advised the CEO on the powerpoint presentation for the November 15th information session. The Committee also reviewed plans for making appointments to MAC and ACC. These processes will follow similar steps as the Board appointment process including a call for applications citing the terms of reference for the respective



councils for more detail, initial screening based on eligibility, interviews (if needed) and final appointments. Initial steps of this process will occur this fall, including discussion at the November 15th information session. Screening, interviews and appointments will be made under the purview of the new Board.

Under Action Plan Section 6: Board Transition Plan, the Committee also discussed plans for the orientation of the new Board. As per the By-Laws, the CEO is scheduling orientation prior to the first meeting of the new board. A full day for the Board is planned for early January and will focus on how the board operates, including governance versus operational roles, the *Public Libraries Act*, key policies, etc. It will also provide an opportunity for Board members to get acquainted and to meet senior staff. Legal training for the new Board will be provided by the Town in a joint session with Town Council on January 14<sup>th</sup> and in the January 8<sup>th</sup> full day orientation.

Respectfully Submitted,  
Laurey Gillies  
By-Laws & Governance Committee Chair



**Type:** Human Resources

**Authority:** Board

**Resolution No:**

**Associated Documents:**

**ADM.2018.101.1 Purpose Statement**

The Blue Mountains Public Library follows the Town of The Blue Mountains staff and student grids. However, the Board and CEO are responsible for preparing job descriptions and job fact sheets which are then evaluated by a third party using a job evaluation process to ensure equity and placement on suitable pay grade.

**ADM.2018.101.2 Scope**

This procedure applies to all Library, Museum and Gallery employees including permanent full-time, part-time and contract positions. Any exception requires a business case and approval from the CEO and Board, after which it will be presented to the Town's Director of Human Resources and Director of Finance and Information Technology, prior to any action being taken.

**ADM.2018.101.3 Commitment Statement**

1. It is the Board's strategy to compensate employees for their services in a way that attracts, retains, and motivates competent people and is legislatively compliant.
2. It is the policy of the Board to be externally competitive with the employment market while providing internal equity with the Town through compensation practices that are fair, equitable, consistent, competitive, fiscally responsible and in accordance with all applicable legislative requirements. The purpose of this procedure is to provide a consistent approach in the administration of compensation.

**ADM.2018.101.4 Definitions**

1. **Pay Grade**  
Provides a framework for compensation by defining the internal structure hierarchy and placing each job on the appropriate grade as determined by the job evaluation process. The Town currently has 14 pay grades within the compensation structure.
2. **Salary Range**  
The range or levels of pay established for each pay grade. A salary range has a minimum and maximum rate on a scale of 5.
3. **Maximum Rate (Job rate)**  
The maximum wage an employee can earn, within each pay grade. Also referred to as job rate.
4. **Annual Economic Adjustment**  
A common percentage salary increase, which is typically applied on an annual basis to the Town's salary structure and affects all permanent full-time and permanent part-time staff of the BMPL and others as specified.
5. **Red-Circling**  
Occurs when an employee is in a position where the current salary of the employee is greater than the maximum rate of the salary range. The employee will not be eligible for increases, including

annual economic adjustments, until their salary drops below the maximum rate of the salary range.

**6. Reclassification**

The re-evaluation of a position through the Job Evaluation process and its placement in a higher or lower pay grade than the current position.

**7. Performance Appraisal**

The assessment of the employee's performance over a calendar year, while actively at work.

**8. Promotion**

A move to a position in a higher pay grade than the employee's current position.

**9. Lateral Transfer**

A move to another position or project within the same pay grade as the employee's current position. Lateral transfers may be permanent or temporary. Temporary transfers are normally given as a growth or learning opportunity.

**10. Demotion**

A move to a position in a lower pay grade than the employee's current position. Demotions are usually a result of an unsatisfactory performance. Documented efforts by the Manager or CEO to improve performance through coaching and counselling normally precede demotion.

**11. Secondment**

A secondment involves an external organization and occurs when there is a mutual benefit for both organizations and employees. It involves an individual who temporarily transfers to the BMPL from an external organization or an internal employee who temporarily transfers to an external organization, usually the Town or another library/museum.

**12. Acting Assignment**

A temporary move to a position in a higher pay grade where an employee is designated to fulfill the assigned duties and responsibilities of a permanent full-time or permanent part-time position for a minimum of thirty (30) consecutive calendar days.

**ADM.2018.101.5 Disclosure**

1. Individual salaries under \$100,000 annually, are and should remain confidential, as they fall under the legislated requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).
2. *The Public Sector Salary Disclosure Act* mandates that the Employer disclose annually the names, positions, salaries and total taxable benefits of employees paid \$100,000 or more in a calendar year. Any BMPL positions which meet this criteria will be publicized accordingly.

**ADM.2018.101.6 Salary Adjustments**

**1. Starting Salary for New Employees**

- 1.1. The starting rate for new hires will normally be at the minimum of the salary range for the designated pay grade.
- 1.2. There may be circumstances in which a candidate is highly experienced and would quickly become fully competent; brings advanced credentials not required for the position, but which the CEO deems will benefit the organization; or where market pressures may necessitate hiring at a higher salary. These circumstances must be discussed and agreed upon between the CEO

and the Hiring Committee Chair. At no time may a position be offered at a rate higher than the job rate.

- 1.3. All new employees are subject to a three (3) month probationary review for full-time staff (prorated for part-time staff). The Manager or Supervisor will complete a formal probationary review with the employee, prior to the end of the probationary period and submit the Probationary Evaluation Form to the CEO. Following a successful review, the new employee is designated permanent. A wage increase to the next level within the pay grade shall go into effect once the employee has surpassed 850 hours, and is recommended to have passed probation by the CEO.

## **2. Annual Economic Adjustment**

- 2.1. Annual economic adjustment rates are established by Town Council as part of the budget process, and reflect the external labour market and economic conditions.
- 2.2. Economic adjustments to the salary ranges and part-time rates are determined by the Town and are effective on the first pay in each calendar year. Payment of this increase typically occurs following the approval of the Town budget.
- 2.3. Employees are eligible for an annual economic adjustment provided that they are actively at work and their salary has not been “red-circled” at a rate higher than the maximum of their salary range.
- 2.4. Once an annual economic adjustment has been approved by Council, the Human Resources Department initiates the salary change for all eligible employees and notifies the BMPL CEO.

## **3. Reclassification**

- 3.1. In the event that an existing position has undergone significant and/or material changes, an employee may request review and consideration in consultation with the CEO to determine if the magnitude of changes warrants a re-evaluation, in accordance with job evaluation standards.
- 3.2. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a level which is no less than their current salary. Any increase will be effective the date the job evaluation is finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.
- 3.3. An employee, whose job is reclassified to a lower pay grade, will have their salary red-circled if their salary is higher than the maximum rate of the position in the lower pay grade for the legislated notice period, or as otherwise approved by the CEO and the Director of Human Resources. After which, the employee’s salary will be amended to reflect the maximum rate of the lower salary range of the position.

## **4. Promotion**

- 4.1. Employees who are promoted will receive a promotional salary increase as determined by the CEO based on qualifications, experience, knowledge, education, and skills.
- 4.2. All promotions are subject to the probationary review period as defined earlier in this policy. The Manager or CEO will complete a formal probationary review with the employee, prior to the end of the probationary period.

## **5. Transfer**

- 5.1. Employees who transfer to a position in the same pay grade maintain their current salary rate. There is no adjustment to the employee’s salary.

5.2. Employees who voluntarily apply and accept a permanent position at a lower pay grade will either be compensated at the maximum rate for the new pay grade or the employee's current salary, whichever is less. Therefore, a voluntary lower grade transfer salary may result in a decrease in salary.

## 6. Demotion

6.1. When an employee is demoted, the employee's salary may be red-circled.

### **ADM.2018.101.7      Secondment**

1. Only the CEO may approve a secondment.
2. An employee who is seconded to an external organization will continue to be paid by the BMPL at their current salary, and receive qualifying benefits. The BMPL will be reimbursed, in full, by the outside organization for these costs.
3. The employee continues to be an employee of the BMPL for Workers Safety Insurance Board (WSIB) purposes. If injured while seconded to an external organization, the injury shall be reported to the Town.
4. An external employee who accepts an approved secondment opportunity to a lower level position at BMPL will continue at the salary rate of their home position.
5. The CEO does not qualify for a secondment outside of The Blue Mountains Public Library or The Town of The Blue Mountains.

### **ADM.2018.101.8      Acting Assignment**

1. Employees who possess the qualifications to fulfill all the assigned duties and responsibilities of a position may be designated to fulfill a permanent full-time or permanent part-time position in a pay grade at a higher rate of pay and which the employee is expected to fill for a minimum of thirty (30) consecutive calendar days.
2. During the term of the acting assignment an employee will retain their current rate of pay, but receive a premium.
3. The acting premium will be removed at the end of the assignment or if the employee is unable to fulfill the duties and responsibilities of the acting position.
4. The employee's position or a position at the same pay grade will normally be protected while taking an acting position for up to one year, however, if this would cause undue disruption to the operation of the BMPL, the CEO or Board in the case of an Acting CEO, may decide not to protect the employee's position, in which case the employee will be advised prior to placement or extension in the acting position.

Original Approval: \_\_\_\_\_

Amended On: \_\_\_\_\_

**NO: BL10**

**Title: Powers and Duties of the Board**



**Type:** By-Law

**Authority:** Board

**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.10

**Associated Documents:** Public Libraries Act R.S.O., 1990

## Legal Framework

The Board,

1. shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs;
2. shall seek to provide library services in the French language, where appropriate;
3. shall operate one or more libraries and ensure that they are conducted in accordance with the PLA and its regulations;
4. may operate special services in connection with a library as it considers necessary;
5. shall fix the times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
6. shall make an annual report to the Minister and make any other reports or provide any other information required by the PLA and its regulations or requested by the Minister from time to time;
7. shall make provision for insuring the board's real and personal property;
8. shall take proper security for the treasurer; and
9. may appoint such committees as it considers expedient. [PLA 20]

### BL10.1 Responsibilities of the Board

The Board:

1. Bears legal responsibility for the BMPL;
2. Researches the library-related needs of the community;
3. Researches the museum and heritage-related needs of the community;
4. Develops and publishes a Strategic Plan every four (4) years which sets direction for the library, museum, and gallery and serves as a legacy document for the incoming Board;
5. Determines the individual and combined goals and objectives of the library, museum and gallery, and ensures adequate funding to fulfill these goals;
6. Ensures the Board's assets, be they real estate, collections, or human, are being cared for and managed by the CEO in a responsible, efficient and effective manner;
7. Works with the CEO to prepare a budget adequate to carry out goals and objectives of the library, museum and gallery and presents this budget to TBM for approval;
8. Ensures that the community museum is operated in accordance with the *Standards for Community Museums in Ontario*; and
9. Approves and submits all reports required or requested by funders.

### BL10.2 Committees of the Board

The Board may establish Standing or Ad Hoc Committees to further the work of the Board. The Board establishes terms of reference and specific duties for each of the Committees of the Board.

- 1.1. Committees report directly to the Board and have no authority other than to draft recommendations, or to prepare alternatives for the Board's consideration.
- 1.2. To be considered a Committee of the Board, at least fifty percent of its members must be sitting Board Members.
- 1.3. Committees shall not supervise or direct staff, but may request, via the CEO, for staff to assist with information gathering and retrieval or in-house tasks of the Board.

### **BL10.3 Advisory Councils to the Board**

The Board may establish advisory councils to further the work of the Board in key areas where specific expertise is needed. These councils shall be part of the Board governance structure and be included in the Lines of Authority document.

1. The Board shall establish written terms of reference for advisory councils to identify mandate, powers and limitations.
2. Advisory Council(s) report directly to the Board and submits minutes of their proceedings to the Board.
3. In the case of the community museum and gallery governance, these Advisory Council's shall fill portions of the mandate, required by the responsible Ministry, to have a separate Board from that of the BMPL Board.

### **BL10.4 Board Evaluation**

The Board shall monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for improvement and the requisite follow-up action.

1. The Board shall evaluate its effectiveness on an annual basis:
  - 1.1. Assessing the Board as a whole; and
  - 1.2. Via self-assessment.
2. The evaluation shall be completed by considering the performance of the Board against approved Plans, By-Laws and Policy.
3. The evaluation shall be scheduled within the annual agenda.

### **BL10.5 Advocacy**

1. The Board is the primary body to advocate for the library, museum and gallery. The Board must ensure that the community is aware of the importance of the BMPL, and that funding bodies fully understand the important role the system plays in the community.
2. The Board Chair (or delegate) shall be the official spokesperson for the BMPL pertaining to all issues approved by the Board.
3. In pursuing its advocacy activities, the Board and CEO shall:
  - 1.1. Prepare an annual advocacy plan;
  - 1.2. Inform Council of the needs of the community, plans and achievements by means of annual reports, budget requests and regular updates;
  - 1.3. Participate in activities that build relationships with individuals and organizations that share interests with those of the BMPL;
  - 1.4. Actively pursue donations and relationships which shall benefit the BMPL financially and in collection development, including local history and archives collections;

- 1.5. Identify and respond to issues, concerns, and government policies that may directly or indirectly affect the BMPL, and ensure that government decision-makers at all levels are aware of the value of the library, museum and gallery; and their benefit to individuals groups, and the community now and of the future.

## **BL10.6 Planning**

### **1. Planning ensures that:**

- 1.1. the library responds to the legitimate needs of the community;
- 1.2. continuity of service is maintained regardless of changes in senior or junior personnel;
- 1.3. the library, museum and gallery are able to respond effectively to change;
- 1.4. community funds are spent in an effective and responsible manner;
- 1.5. and the Board, Museum Advisory Council and staff share a common understanding of what the organization is trying to achieve as a whole.

### **2. While the Board does not complete or approve legislated Plans (e.g. Accessibility Plan, Technology Plan, Communication Plan, Programming Plan, etc), the Board does have a role in ensuring both legislated plans and programs and best practice plans are completed.**

### **3. The Board will include in its four-year planning cycle the completion by administration and/or the Board:**

- 3.1. Policy
- 3.2. Agenda and Multi-Year Agendas
- 3.3. Plans and Programs
- 3.4. Strategic Plans.

Original Approval: 2018-03-22

Amended On: \_\_\_\_\_



## The Blue Mountains Public Library

**Report To:** The Blue Mountains Public Library Board  
**Report Number:** ADM.18.11.1  
**Subject:** CEO Report, November 2018  
**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 November 2018 CEO Report as information.

### B. Vibrant Spaces

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**Feasibility Study and Space Plan:** The consultants are working with the Management Team to develop a plan for the L.E. Shore proposed expansion and the new facility in Craighleith. Class D estimates will be presented in November. These plans will focus on the providing vibrant spaces which are designed for service excellence.

### C. Organizational Capacity

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**Information Session:** On November 15<sup>th</sup> at 6:00pm. This [information session](#) is being planned by the CEO with the By-Laws & Governance committee and will work to provide information so potential applicants will be well informed of governance structure and needs prior to applying for the Library Board, Museum Advisory Council or Arts & Culture Council.

**Staff Evaluation:** The evaluation period for all staff has begun. Managers Performance Appraisals will be complete by the end of November. Following this stage, the Manager will be guided by the CEO through the appraisal of their direct reports. This will be the first-time staff evaluations have been completed since 2012. Moving forward, this will occur annually, and culminate with the Board's evaluation of the CEO. By conducting all evaluations, the managers will have the opportunity to have the process modeled so they are well trained to conduct independent evaluations in the future. The evaluation process is primarily an opportunity for staff to discuss needs, interests and goals. Each staff will present goals to achieve within their position as well as personal goals for improved competency.

### D. Service Excellence

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**Museum Inventory:** The Museum staff is preparing for a comprehensive inventory of the collections. It is unknown if this process has ever occurred at CHD. The museum staff will be

working full time for two weeks to complete the inventory and create a plan for cataloguing each collection. This will allow the Curator, with the CEO, to determine a Collection Plan and prepare a gap analysis for acquisitions for Exhibition Planning.

**Library Accreditation:** The Ontario Public Library Guidelines Accreditation process has begun. The Library System has passed the 157 document requests. The onsite visits will occur November 22<sup>nd</sup>. Achieving accreditation means the library is achieving/exceeding standards.

**Plans:** The Museum Collection Plan, Exhibition Plan and Technology Plan have each been completed. The Programming Plan will be completed in mid December. Completing such plans will better inform activities and tie budgets to community needs. These plans will be informed by the numerous community consultations, the Strategic Plan and the Feasibility Study.

**The Gallery Support of Local Artists:** The Gallery and the Arts & Culture Council has worked with the CEO to create new contracts and application process. This will ensure the process for application and review is equal.

**Partnerships:** The Gallery held two shows in partnership with the Beaver Valley Outreach. The exhibit through the month of October and the Fashion Show sold \$3,721.50. In normal months the BMPL takes 25% commission. As a community partner, BMPL provided 100% of the proceeds to the BVO.

**Virtual Library:** See Communications > Website.

## **E. Communications**

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**Communication Plan:** A Branding, Marketing and Communication Plan will be developed for early 2019. One of the three Young Canada Works interns will be assisting with this project. Managers and several other staff will also have key roles. Following the newly appointed Board, the proposed Communications and Strategic Planning Committee will assist with this project to ensure the Board needs are included in this administrative document.

**Website:** The BMPL will be presented to community members for feedback in the month of December. This is a comprehensive review of the website and transitioning the site for three purposes:

1. To meet AODA requirements for improved communications
2. Present the Virtual Library, which will be a third branch for the BMPL, serving the community 24/7.
3. To present the website of the Gallery, Library, Archives and Museum (GLAM). The Museum (with archives) and Gallery will have equal ranking on the website.

Respectfully Submitted,

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

# Committee Report

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## The Blue Mountains Public Library Board

**Committee:** Communications and Strategic Planning Committee  
**Meeting Dates:** No Mtgs this cycle  
**Location:** N/A  
**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:**

THAT The Blue Mountains Public Library Board accept as information the Strategic Planning Committee Report of November 15, 2018.

**Summary:**

Having completed the primary task of the Strategic Plan for Board Approval, the committee has moved focus onto the closing out of mandate items prior to board transition.

The Strategic Plan 2018-2022 has been uploaded to the Library Board website. The Summary Report has been sent to the printer and will be available for the November 15, 2018 meeting.

The Committee will be reviewing the draft documents presented by LGA Architectural Partners Inc and providing feedback to the consultants prior to the November 29, 2018 6:00pm presentation.

Respectfully Submitted,  
Odette Bartnicki  
Strategic Planning Committee Chair



# Finance Report

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## The Blue Mountains Public Library

**Report To:** The Blue Mountains Public Library Board  
**Meeting Date:** November 15, 2018  
**Report Number:** FIN.2018.11  
**Subject:** Quarterly Finance Report as at October 31, 2018  
**Prepared by:** Dr. Sabrina Saunders, CEO/Treasurer

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### **A. Recommendations**

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**THAT The Blue Mountains Public Library Board approve Third Quarter Reserves and Budget Variance Report as at October 31, 2018.**

### **B. Variance as at October 31**

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The October 31 Variance Summary is attached. The following are notations of explanation:

- A. **Grants and Donations** Service Canada and Young Canada Works wages are not received and not identified in the revenue line. These will offset the overages caused by hiring these youth positions.
- B. The entire Craigeith Heritage Depot Budget is flawed but will be accurate in 2019 based on changes made to the proposed budget.
- C. The 2018 year for the organization will be on budget for the fiscal.

**C. Report of Reserve Accounts**

Held By	Description	Location	Status
Board	Cash Assets	Chequing	\$17,136.96
Board	Land Reserve Fund	Investment	\$106,671.80 \$ 5,501.94
Council	Library Legacy Reserve Fund	BL 2003-55	\$21,858.80
Community Services	Facility Fund	Town Lined Account	\$87,114.22 Roof did coming from this fund
Council	Development Charge	DC Act Town Lined Account	\$1,140,000
Council	Capital Expansion Reserve	Town Lined Account	\$50,000 \$45,000 DC \$5,000 Reserve This account being accessed for Feasibility Study/Space Plan(s). Nearly all will be used by the end of fiscal.
CEO	CHD Reserve Artifact Reserve CHD Reserve [Former Watershed Trust, now Fundraising]	Town Lined Account	\$39,487.93 \$17,209 \$22,278.93 Funds will be transferred from this account at the end of the fiscal to cover any artifact purchased
CEO	Gallery Reserve Not yet established. May become a roll over fund and not an actual reserve	Town Lined Account	Funds will be moved at end of each fiscal. To start Dec 2018

- \*BL Council held reserves require a recommendation resolution by the Board to access funds.
- \*Town lined accounts are administrative and therefore require CEO authority when accessing within budget.
- \*Land Reserve Fund, is held by the Board and require Board resolution and two signatures to access the account.
- \*All funds are located in Town accounts. Only bank and investment accounts are in Library possession

Respectfully Submitted,

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

**Town of The Blue Mountains**  
**2018 Budget Variance Report**  
For the Ten Months Ending October 31, 2018

	Current Per...	YTD Actuals	Committed	Total YTD	Total Budget	Unexpende...	% of Budget	2017		
								LYTD	Actuals	Budget
<b>EXPENSES</b>										
Salaries, Wages & Benefits	\$68,070	\$538,874	\$0	\$538,874	\$623,025	\$84,151	86%	\$502,292	\$649,218	\$592,545
Administrative Expenses	\$759	\$18,009	\$0	\$18,009	\$13,250	(\$4,759)	136%	17,809	27,792	16,450
Personnel, Training and Travel	\$447	\$6,000	\$0	\$6,000	\$9,515	\$3,515	63%	5,498	6,395	8,900
Operating Expenses	(\$1,763)	\$21,915	\$0	\$21,915	\$29,200	\$7,285	75%	25,665	28,005	23,000
Communications	\$573	\$6,585	\$0	\$6,585	\$11,035	\$4,450	60%	10,165	10,719	11,015
Equipment Related	\$5,133	\$11,059	\$0	\$11,059	\$9,000	(\$2,059)	123%	3,919	9,249	11,000
Purchased Services	\$182	\$5,793	\$0	\$5,793	\$25,070	\$19,277	23%	14,933	16,161	5,095
Financial Expenses	\$90	\$3,028	\$0	\$3,028	\$1,210	(\$1,818)	250%	9,096	8,907	6,055
Premises and Site	\$0	\$44	\$0	\$44	\$2,400	\$2,356	2%	478	986	0
<b>TOTAL EXPENSES</b>	<b>\$73,491</b>	<b>\$611,307</b>	<b>\$0</b>	<b>\$611,307</b>	<b>\$723,705</b>	<b>\$112,398</b>	<b>84%</b>	<b>589,855</b>	<b>757,432</b>	<b>674,060</b>
<b>TRANSFERS</b>										
Transfers to Capital & Reserves	\$4,675	\$47,647	\$0	\$47,647	\$80,800	\$33,153	59%	52,415	86,089	82,000
Interfunctional Transfers	\$0	\$476	\$0	\$476	\$0	(\$476)	0%	541	541	2,700
Transfer To/From Unfinanced Capital	\$0	\$0	\$0	\$0	(\$10,000)	(\$10,000)	0%	0	0	0
<b>TOTAL TRANSFERS</b>	<b>\$4,675</b>	<b>\$48,123</b>	<b>\$0</b>	<b>\$48,123</b>	<b>\$70,800</b>	<b>\$22,677</b>	<b>68%</b>	<b>52,956</b>	<b>86,630</b>	<b>84,700</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>\$78,166</b>	<b>\$659,430</b>	<b>\$0</b>	<b>\$659,430</b>	<b>\$794,505</b>	<b>\$135,075</b>	<b>83%</b>	<b>642,811</b>	<b>844,062</b>	<b>758,760</b>
<b>REVENUE</b>										
Grants & Donations	(\$20,720)	\$13,545	\$0	\$13,545	\$29,500	\$15,955	46%	29,328	36,741	27,000
Internal Revenue	\$805	\$9,325	\$0	\$9,325	\$11,400	\$2,075	82%	1	1,198	1,000
External Revenue	\$0	\$28,957	\$0	\$28,957	\$37,450	\$8,493	77%	34,953	38,029	34,000
<b>TOTAL REVENUE</b>	<b>(\$19,915)</b>	<b>\$51,827</b>	<b>\$0</b>	<b>\$51,827</b>	<b>\$78,350</b>	<b>\$26,523</b>	<b>66%</b>	<b>64,282</b>	<b>75,968</b>	<b>62,000</b>
<b>NET POSITION</b>	<b>(\$98,081)</b>	<b>(\$607,603)</b>	<b>\$0</b>	<b>(\$607,603)</b>	<b>(\$716,155)</b>	<b>(\$108,552)</b>	<b>85%</b>	<b>(578,529)</b>	<b>(768,094)</b>	<b>(696,760)</b>

**Town of The Blue Mountains**  
**2018 Budget Variance Report**  
For the Ten Months Ending October 31, 2018

	Current Per...	YTD Actuals	Committed	Total YTD	Total Budget	Unexpende...	% of Budget	2017		
								LYTD	Actuals	Budget
<b>EXPENSES</b>										
Salaries, Wages & Benefits	\$49,036	\$410,352	\$0	\$410,352	\$406,395	(\$3,957)	101%	\$397,806	\$516,924	\$432,670
Administrative Expenses	\$501	\$16,057	\$0	\$16,057	\$10,600	(\$5,457)	151%	15,361	21,829	14,350
Personnel, Training and Travel	\$447	\$4,721	\$0	\$4,721	\$8,100	\$3,379	58%	4,381	4,947	7,600
Operating Expenses	(\$1,763)	\$20,461	\$0	\$20,461	\$23,500	\$3,039	87%	17,865	19,697	17,300
Communications	\$381	\$4,747	\$0	\$4,747	\$7,950	\$3,203	60%	7,993	8,397	7,980
Equipment Related	\$5,133	\$10,913	\$0	\$10,913	\$9,000	(\$1,913)	121%	3,919	9,249	11,000
Purchased Services	\$182	\$5,793	\$0	\$5,793	\$4,050	(\$1,743)	143%	14,933	15,143	3,900
Financial Expenses	\$57	\$2,698	\$0	\$2,698	\$1,180	(\$1,518)	229%	7,532	7,325	4,190
Premises and Site	\$0	\$44	\$0	\$44	\$2,400	\$2,356	2%	478	986	0
<b>TOTAL EXPENSES</b>	<b>\$53,974</b>	<b>\$475,786</b>	<b>\$0</b>	<b>\$475,786</b>	<b>\$473,175</b>	<b>(\$2,611)</b>	<b>101%</b>	<b>470,268</b>	<b>604,497</b>	<b>498,990</b>
<b>TRANSFERS</b>										
Transfers to Capital & Reserves	\$4,675	\$47,647	\$0	\$47,647	\$80,800	\$33,153	59%	52,415	86,089	82,000
Interfunctional Transfers	\$0	\$476	\$0	\$476	\$0	(\$476)	0%	121	121	2,700
<b>TOTAL TRANSFERS</b>	<b>\$4,675</b>	<b>\$48,123</b>	<b>\$0</b>	<b>\$48,123</b>	<b>\$80,800</b>	<b>\$32,677</b>	<b>60%</b>	<b>52,536</b>	<b>86,210</b>	<b>84,700</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>\$58,649</b>	<b>\$523,909</b>	<b>\$0</b>	<b>\$523,909</b>	<b>\$553,975</b>	<b>\$30,066</b>	<b>95%</b>	<b>522,804</b>	<b>690,707</b>	<b>583,690</b>
<b>REVENUE</b>										
Grants & Donations	(\$20,720)	\$7,852	\$0	\$7,852	\$29,000	\$21,148	27%	28,430	35,693	27,000
Internal Revenue	\$0	(\$246)	\$0	(\$246)	\$1,400	\$1,646	-18%	1	1,198	1,000
External Revenue	\$0	\$27,771	\$0	\$27,771	\$32,950	\$5,179	84%	33,991	36,938	28,000
<b>TOTAL REVENUE</b>	<b>(\$20,720)</b>	<b>\$35,377</b>	<b>\$0</b>	<b>\$35,377</b>	<b>\$63,350</b>	<b>\$27,973</b>	<b>56%</b>	<b>62,422</b>	<b>73,829</b>	<b>56,000</b>
<b>NET POSITION</b>	<b>(\$79,369)</b>	<b>(\$488,532)</b>	<b>\$0</b>	<b>(\$488,532)</b>	<b>(\$490,625)</b>	<b>(\$2,093)</b>	<b>100%</b>	<b>(460,382)</b>	<b>(616,878)</b>	<b>(527,690)</b>



**Town of The Blue Mountains**  
**2018 Budget Variance Report**  
 For the Ten Months Ending October 31, 2018

	Current Per...	YTD Actuals	Committed	Total YTD	Total Budget	Unexpende...	% of Budget	2017		
								LYTD	Actuals	Budget
<b>EXPENSES</b>										
Salaries, Wages & Benefits	\$16,858	\$117,944	\$0	\$117,944	\$216,630	\$98,686	54%	\$104,486	\$132,295	\$159,875
Administrative Expenses	\$258	\$1,187	\$0	\$1,187	\$2,650	\$1,463	45%	2,448	5,963	2,100
Personnel, Training and Travel	\$0	\$1,279	\$0	\$1,279	\$1,415	\$136	90%	1,117	1,448	1,300
Operating Expenses	\$0	\$1,454	\$0	\$1,454	\$5,700	\$4,246	26%	7,800	8,309	5,700
Communications	\$192	\$1,839	\$0	\$1,839	\$3,085	\$1,246	60%	2,172	2,321	3,035
Equipment Related	\$0	\$146	\$0	\$146	\$0	(\$146)	0%	0	0	0
Purchased Services	\$0	\$0	\$0	\$0	\$1,020	\$1,020	0%	0	1,018	1,195
Financial Expenses	\$33	\$330	\$0	\$330	\$30	(\$300)	1,100%	1,564	1,582	1,865
<b>TOTAL EXPENSES</b>	<b>\$17,341</b>	<b>\$124,179</b>	<b>\$0</b>	<b>\$124,179</b>	<b>\$230,530</b>	<b>\$106,351</b>	<b>54%</b>	<b>119,587</b>	<b>152,936</b>	<b>175,070</b>
<b>TRANSFERS</b>										
Interfunctional Transfers	\$0	\$0	\$0	\$0	\$0	\$0	0%	420	420	0
<b>TOTAL TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>420</b>	<b>420</b>	<b>0</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>\$17,341</b>	<b>\$124,179</b>	<b>\$0</b>	<b>\$124,179</b>	<b>\$230,530</b>	<b>\$106,351</b>	<b>54%</b>	<b>120,007</b>	<b>153,356</b>	<b>175,070</b>
<b>REVENUE</b>										
Grants & Donations	\$0	\$5,693	\$0	\$5,693	\$500	(\$5,193)	1,139%	898	1,047	0
External Revenue	\$0	\$1,187	\$0	\$1,187	\$4,500	\$3,313	26%	962	1,091	6,000
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$6,880</b>	<b>\$0</b>	<b>\$6,880</b>	<b>\$5,000</b>	<b>(\$1,880)</b>	<b>138%</b>	<b>1,860</b>	<b>2,138</b>	<b>6,000</b>
<b>NET POSITION</b>	<b>(\$17,341)</b>	<b>(\$117,299)</b>	<b>\$0</b>	<b>(\$117,299)</b>	<b>(\$225,530)</b>	<b>(\$108,231)</b>	<b>52%</b>	<b>(118,147)</b>	<b>(151,218)</b>	<b>(169,070)</b>

**Minutes: Museum Advisory Council Meeting**



**MEETING DATE:** Tuesday July 17, 2018  
**MEETING TIME:** 9:45 a.m.  
**LOCATION:** Craigleith Heritage Depot  
**PREPARED BY:** Andrea Wilson, Curator

**A. Call to Order**

Robert B. Waind called the meeting to order with the following members in attendance; Robert B. Waind, Bud McCannell, Bob Gamble, Olav Vanderzon

Also in attendance was CEO Dr. Sabrina Saunders, Curator Andrea Wilson

**A.1 Approval of Agenda**

Moved by: Olav Vanderzon                      Seconded by: Bud McCannell

THAT the Agenda of Tuesday July 17, 2018 be approved.

**A.2 Previous Minutes**

Moved by: Olav Vanderzon                      Seconded by: Bud McCannell

THAT the Committee minutes of Tuesday July 17, 2018 be adopted as circulated  
Carried.

**A.3 Business Arising from the Minutes**

none

**A.4 Delcaration of Pecuniary Interest**

none

**B. New and Unfinished Business**

**B.1 Blue Mountains Public Library Board Strategic Plan, Board Updates**

Received CEO's verbal report outlining work being accomplished by the Library Board and the RFP noting that September 13 from 6:30-8:00 the strategic plan will be presented at the LE Shore Library

Moved by: Olav Vanderzon                      Seconded by: Bud McCannell

**B.2 Virtual Reality Film Project update**

Received Curators's verbal report outlining the next steps and costing for the model case. Curator is directed to move forward with the plexi option for the case as presented and paid for using collection funds.

Moved by: Olav Vanderzon      Seconded by: Bud McCannell

THAT MAC supports the purchase of a case for this object, protecting it for education and exhibition purposes.

**B.3 Blue Mountain Village Foundation support**

The Curator provide a verbal update on the support for fundraising to this community partner. Olav Vanderzon will be providing volunteer support for the fall golf tournament. Report received

Moved by: Olav Vanderzon      Seconded by: Bud McCannell

**B.4 Fundraising for future Projects**

The Curator provided a verbal report regarding fundraising for future films through an event in March 30, 2019 featuring the launch of the two virtual reality films. Moving forward with the use of the BVCC as a location for this event.

Moved by: Olav Vanderzon      Seconded by: Bud McCannell

**B.4 Request to Purchase Artifacts**

The Curator provided a verbal report regarding the purchase of artifacts for the collection using up to \$1,000 of the artifact reserve fund.

Moved by: Olav Vanderzon      Seconded by: Bud McCannell

THAT MAC supports the purchase of artifacts for the collection.

**C. Deputations / Presentations**

**C.1 Curator's Report**

Received the verbal Curator's report.

**D. Next Meeting Date**

Next meeting will be held on Tuesday September 18, 2018 at 9:30 am.

Craigleith Heritage Depot

**E. Adjournment**

Moved by: Bob Gamble

THAT this meeting adjourn, Carried.