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## The Blue Mountains Public Library Board Meeting

**Meeting Date:** May 21, 2020  
**Meeting Time:** 2:00 p.m. Open Session  
**Location:** Via Web/Phone Conference due to Pandemic  
**Prepared By:** Dr. Sabrina Saunders, CEO/Secretary of the Board

**In Attendance:** Maurice Pepper (Chair)      Dorothy Cammaert      Laurey Gillies  
Jesse T. Glass, Q.C.      Rob Potter      Odeen Probert  
Joanne Vivona      Gary Zalot

**Absent:** N/A  
**Regrets:** N/A  
**Staff:** Dr. Sabrina ER Saunders, CEO  
Hannah Saunders, Georgian College Office Admin Co-Op Student  
**Prepared By:** Dr. Sabrina ER Saunders, CEO

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*The Board Package circulated to the public via the BMPL Event Calendar included login information for both Internet access and toll-free phone access to the open Board meeting.*

### A. Call to Order

The Board meeting, via Microsoft Teams, was called to order by the Chair at 2:08p.m. The CEO reported that Odeen Probert would be joining the meeting at approximately 3:00p.m., and all other members of the Board were present. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

#### A.1 Review of Teleconference procedures

The teleconference procedures were reviewed. It was determined to move forward with a calling of mover, seconder, “all in favour”, and “any opposed” instead of a recorded vote.

### B. Agenda

#### B.1 Approval of the Agenda

The Agenda was approved as presented. Item G.3 would be addressed when Odeen Probert, Committee Chair, arrived to present her report.

#### **BMPL-Resolution 2020-062**

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board approve the Agenda of May 21, 2020 as presented. CARRIED.

#### B.2 Declaration of Pecuniary Interest and General Nature Thereof

None.

### **C. Reports to be “Received as Information”**

All reports to be received as information were received with additional discussion occurring as the items arose within the agenda.

#### **BMPL-Resolution 2020-063**

Moved by Jesse Glass and seconded by Rob Potter, THAT this Board receive as information:

- 1) GOV.20.15 entitled “Organizational Capacity, By-laws & Governance—May 2020”;
- 2) GOV.20.16 entitled “Communications & Strategic Planning—May 2020”;
- 3) ADM.20.17 entitled “Service Excellence & Operational Updates—May 2020”;
- 4) ADM.20.18 entitled “Action Plan 2020 Updates—May 2020”;
- 5) GOV.20.18 entitled “CEO Evaluation Committee Report—May 2020”;
- 6) FIN.20.04 entitled “Finance Report Q1”;
- 7) ADM.20.19 entitled “Joint Health and Safety Report—May 2020”;
- 8) ADM.20.20 entitled “Re-Opening Plans for BMPL Facilities”.

CARRIED.

### **D. Minutes**

#### **D.1 Previous Minutes**

##### **BMPL-Resolution 2020-064**

Moved by Dorothy Cammaert and seconded by Rob Potter, THAT this Board approve the Minutes of April 16, 2020 as presented. CARRIED.

#### **D.2 Business Arising from the Minutes**

None.

### **E. Communications with the Board**

No members of the public were present. In the event of public attendance, microphones are muted during the meeting and engaged for participants of Deputations or Public Input on the Agenda. No members of the public requested login credentials prior to the meeting as instructed to do so in the Agenda section E.2 and within the Library Events Calendar.

#### **E.1 Deputations**

None.

#### **E.2 Public Input on the Agenda**

No members of the public were present.

#### **E.3 Correspondence**

None.

## **F. Action Items**

### **F.1 Annual Planning Meeting**

The CEO explained that F.1 was included in the Agenda as a reminder to the Annual Planning which is identified as a May task on [POL-BLG.2018.99 Agenda and Multi-Year Agendas](#). Given that the 2021 Budget to TBM is not required before summer, this item can be deferred to a later meeting.

#### **BMPL-Resolution 2020-065**

Moved by Jesse Glass and seconded by Laurey Gillies, THAT this Board receive as information the discussions pertaining to Annual Planning. CARRIED.

## **G. Strategic Plan Updates**

### **G.1 Vibrant Spaces & Capital Campaigns Report**

No meeting occurred since last report.

### **G.2 Organizational Capacity, By-Laws & Governance Report**

*The Chair of the Meeting was passed to Laurey Gillies, OC-BLG Committee Chair for the duration of her report and discussions.*

#### **BMPL-Resolution 2020-066**

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board approve the System Policy amendments:

- *POL-SYS.2018.21: Access to Information and Protection of Privacy;*
- *POL-SYS.2018.22: Code of Ethics: Board, Committees & Advisory Councils;*
- *POL-SYS.2018.50: The Library and Political Elections;*
- *POL-SYS.2018.52 Fundraising;*
- *POL-SYS.2018.53: Planning;*
- *POL-SYS.2018.89: Intellectual Freedom.*

CARRIED.

*[Odeen Probert joined the meeting].*

### **G.3 Communication & Strategic Planning Committee Report**

*The Chair of the Meeting was passed to Odeen Probert, C-SP Committee Chair for the duration of her report and discussions.*

The Report was reviewed. There were no questions. The Virtual Town Hall was discussed. This will be a Facebook Live program and is scheduled for May 22<sup>nd</sup> at 3:00p.m. Laurey will be hosting the interview with Sabrina covering various topics related to the 2020 Action Plan, Annual Report, COVID-19 GLAM service and program updates, and the reopening of the BMPL facilities. All Board Members were encouraged to attend and promote the Virtual Town Hall.

#### **G.4 Service Excellence & Operational Updates**

The Report, which was included in the public agenda, was not included in the Board package. The CEO circulated the report during the meeting and posted it for discussion via a shared screen.

#### **G.5 Action Plan**

The Report was reviewed. Members made recommendations to address in the Status column any pending items which are in progress but not yet complete, or in progress but late as a result of the pandemic. OC1.1, Finalizing the 2020 Board Training Plan, was discussed and determined to have no further action required and therefore closed. This brings the completion rate up to 48 of 85 (56.4%).

#### **G.6 CEO Evaluation Committee Report**

*The Chair of the Meeting was passed to Odeen Probert, CEO Evaluation Committee Chair for the duration of her report and discussions.*

The Report was reviewed. A question on the mandate of this committee was made, asking if this committee would be the responsible members to complete the CEO Evaluation by January 2021. It was noted that the mandate for this group of members was to research the potential of a 360-degree evaluation and/or other opportunities for enhanced feedback on the 2021 Evaluation. This committee will report back their recommendations to the Board for final approval on the process and appointment of members to complete the 2021 CEO Evaluation.

### **H. Other Reports**

#### **H.1 Finance Report Q1 and Audit**

The CEO noted that BMPL received two grants. The first from Veterans Affairs of Canada. This grant will be used for digitization of materials. The second grant was from Young Canada Works-Summer Student, through this grant BMPL has hired a returning summer student to assist throughout the summer.

In addition to the Q1 Report the Audited Financial Statements (2019) were reviewed. The CEO noted the notes numbers would be corrected as they did not align the footnotes properly. Some discussion on the note pertaining to BMPL not amortizing capital on the budget occurred. The CEO noted that this item has been posed to TBM Finance to determine if a change should be made to the current 2020 Budget and to future budgets prior to approval. If this is determined to be the situation, an alteration of the 2020 Budget for amortization will be brought back to the Board for approval and/or the 2021 Budget will include such capital adjustments.

#### **BMPL-Resolution 2020-067**

Moved by Laurey Gillies and seconded by Gary Zalot, THAT this Board approve the 2019 Blue Mountains Public Library Audited Financial Statements. CARRIED.

#### **H.2 Joint Health and Safety Committee**

The report focused on the work of the JHSC since the closure of BMPL facilities to the public on March 15<sup>th</sup> due to the pandemic. The committee has been focusing on staff mental health,

ergonomics, and disinfecting procedures. The committee has been regularly checking in with staff via MS Teams meetings and weekly emails. The JHSC has also been involved in the plans for reopening from the Health and Safety perspective. These planning meetings include Health and Safety of staff (and patrons) and the functionality of the facilities all within budget constraints. This includes the 2m physical distancing, necessary cleaning and disinfecting procedures, and alteration of the seating and technology. The Board requested clarification on the current work at home procedures as compared to the legal definition of teleworking, as it pertains to the employer's responsibility to a safe workplace (the staffs personal home environment). The CEO explained that due to the Emergency Act, and the temporary status of working at home, the employees home working situation was not required to be inspected. However, the JHSC with the CEO has provided on site equipment to staff including ergonomic seating and tip sheets for maintaining ergonomic health in the temporary work situations caused during the pandemic.

### **H.3 Spring Trustee Council Update**

*[Verbal Update by Jesse T. Glass, Q.C.]*

Jesse Glass provided a detailed email on the meeting to all Board Members including links for governance matters during the pandemic. Jesse noted that the meeting was well organized and focused on pandemic matters and encouraged the Board to utilize the resources provided.

### **H.4 Reopening Plans for Facilities**

It was announced by the provincial government that libraries could now open their facilities for curb-side pickup of materials only. The CEO has chosen to wait until we have a implementable plan with access to the proper Personal Protective Equipment (PPE). The tentative date for opening curb-side pickup is the first week of June. Curb-side pickup is planned to occur 3 days a week only and will have a focus on maintaining a barrier of materials between patrons. The CEO noted the various stages of opening outlined in the Report would be based on a combination of government releases of limitations, Grey Bruce Health Unit specifications, and BMPL available PPE. This rollout must also be balanced with the budget and ongoing virtual program needs, which may include a reduction of open hours to increase staff online programming. CHD and LES will each have a separate plan based on the physical layout and limitations of each facility.

## **I. Roundtable**

### **I.1 Roundtable—General updates by the Board**

- 1) Rob Potter noted that he participates weekly in the Grey Bruce County Health Unit's teleconference on the pandemic. He offered to bring any questions forward which could assist the CEO with safe reopening plans.

## **J. Key Messages**

The Key Messages were determined by the Board and approved for release as amended.

#### BMPL-Resolution 2020-068

Moved by Odeen Probert and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-May 2020. CARRIED.

#### K. Closed Meeting

None.

#### L. Notice of Meeting Dates

In accordance with policy and the Public Libraries Act, the Board has cancelled the June regularly scheduled meeting. The next regularly scheduled Board Meeting is July 16, 2020 at 2:00pm via MS Teams. Community members who wish to attend any Board or Committee meetings virtually may do so by contacting the CEO at [LibraryCEO@TheBlueMountains.ca](mailto:LibraryCEO@TheBlueMountains.ca) for login credentials no less than 30 minutes prior to the meeting.

Additional Special Meetings and Committee Meetings:

- Vibrant Spaces & Capital Campaign Committee
  - July 14<sup>th</sup> at 1:00pm via distance. *Link to follow.*
- Organization Capacity, By-Laws & Governance Committee
  - June 2<sup>nd</sup> at 1:00pm via distance. *Link to follow.*
- Communication & Strategic Planning Committee
  - June 2<sup>nd</sup> at 9:00am via distance. *Link to follow.*
- CEO Evaluation Planning Committee
  - June 2<sup>nd</sup> following the 9:00am C-SP Meeting. Via distance. *Link to follow.*

All meetings and relevant agenda materials will be posted on the [Events Calendar](#).

#### M. Adjourned

#### BMPL-Resolution 2020-069

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:10p.m. to meet again at the call of the Chair. CARRIED.

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Maurice Pepper, Chair

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Dr. Sabrina Saunders, Board Secretary