
The Blue Mountains Public Library Board Meeting

Meeting Date: April 16, 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
Elisa Chandler, Manager of Technical Services
Hannah Saunders, Georgian College Office Admin Co-Op Student

Prepared By: Dr. Sabrina ER Saunders, CEO

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 was called to order by the Chair at 2:03pm. The CEO reported that all members of the Board were present and connected via Microsoft Teams Meeting.

A.1 Review of Teleconference procedures

The CEO reviewed the teleconference procedures. Board members were reminded that all votes would be recorded votes with the Chair voting last. Members of the public and staff present were reminded that microphones would be on mute during the meeting, and that these would be opened for participation during any Deputations or Public Input on the Agenda.

B. Agenda

B.1 Approval of the Agenda

The Agenda was approved as presented.

BMPL-Resolution 2020-040

Moved by Rob Potter and seconded by Laurey Gillies, THAT this Board approve the Agenda of April 16, 2020 as presented.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES

Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
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 2020-041

Moved by Joanne Vivona and seconded by Odeen Probert, THAT this Board receive as information:

- 1) GOV.20.10 entitled “Vibrant Spaces & Capital Campaign Committee Report—March 2020”;
- 2) GOV.20.14 entitled “Vibrant Spaces & Capital Campaign Committee Report—April”;
- 3) GOV.20.11 entitled “Organizational Capacity, By-laws & Governance—April 2020”;
- 4) GOV.20.12 entitled “Communications & Strategic Planning—April 2020”;
- 5) ADM.20.14 entitled “Service Excellence & Operational Updates—April 2020”;
- 6) ADM.20.15 entitled “Action Plan 2020 Updates-April 2020”;
- 7) ADM.20.16 entitled “Budget 2020 Approval Report Update”.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2020-042

Moved by Dorothy Cammaert and seconded by Laurey Gillies, THAT this Board approve as the minutes of February 20, 2020 as presented.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES

Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-043

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board approve as the minutes of March 19, 2020 as presented.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

D.2 Business Arising from the Minutes

- 1) *Blue Mountains Creator Space Digital Lab grant* -the grant was approved by the Ontario Arts and Council for a three-year period. BMPL is a key partner. Other libraries are also included in this expansion program including Wasaga Beach Public Library, but all equipment purchased by BMPL in the 2019-2020 project will remain the property of BMPL. New equipment and programs will be added to the BMPL collections, with other partners gaining their own small equipment collections in this grant. A significant increase in workshops is planned in this expanded project.
- 2) Penny Sale Auction Update-100% of revenues will be used in the REEL History Film Series film 7 and 8. The \$3,225 will cover approximately half of one film. Members requested information on how balance will be covered. The CEO stated additional grants are being sought and the Collections Reserve may be accessed if needed.

BMPL-Resolution 2020-044

Moved by Jesse Glass and seconded by Gary Zalot, THAT this Board receive the discussions as information on the Business Arising from the Minutes.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

E. Communications with the Board

E.1 Deputations

None.

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

1. *FOPL-Who is the Employer in Public Libraries*-The CEO shared the March 2020 Federation of Ontario Public Libraries (FOPL) article on Memorandums of Understanding (MOU) and good governance models which used the BMPL-TBM 2018 MOU as the example for best practice. Examples of text were lifted from our MOU, as well as the link to the document was presented. Rob Potter stated he would be presenting the article to Council as a congratulatory reminder that this document is a model to follow for Library Boards and Municipalities.

Letters of Inquiry and Support of CHD

2. Gordon Brown
3. Robert Buchanan
4. John Campo
5. Rudi Carter
6. Christine Clark
7. Joan Corbett-Fujiki
8. Holly Fitzgerald
9. Ann & Tim King
10. Sonia Kulakowsky
11. Mary Lennox
12. Bev Matthews
13. Marie Meinichuk
14. Sharon Slemko
15. Alessandra Squilloni

The fourteen letters pertaining to the importance of the Craiglieth Heritage Depot facility and museum were circulated. It was noted that these have each been received by the Town Clerk and shared with the Library Board as information. Each will be/have been provided to Council in their ongoing meetings as received.

BMPL-Resolution 2020-045

Moved by Rob Potter and seconded by Odeen Probert, THAT this Board receive as information the Communications E3.1-E3.15 with the Board; and that the CEO respond to each of the Craigleith Heritage Depot letters of Support/Concern.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES

Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

F. Action Items

F.1 Spring Trustee Council Meeting April 18th Online

BMPL-Resolution 2020-046

Moved by Joanne Vivona and seconded by Laurey Gillies, THAT this Board appoint Jesse Glass to attend the Trustee Council meeting via distance on April 18, 2020.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaigns Report

The Chair of the Meeting was passed to Joanna Vivona, VS-CC Committee Chair for the duration of her report and discussions.

The Report was reviewed. There were no questions.

- 1) Update: The CEO informed the Board that any plans for holding a meeting with the TBM Finance Committee Chair and Grants & Donation Chair have been put on hold due to COVID-19.

BMPL-Resolution 2020-047

Moved by Gary Zalot and seconded by Odeen Probert, THAT this Board direct the VS-CC to cancel the December the 25th Anniversary Gala due to COVID-19.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-048

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board direct the VS-CC to cancel any 2020 fundraising planning and/or activities due to COVID-19.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

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 2020-049

Moved by Laurey Gillies and seconded by Joanne Vivona, THAT this Board approve *POL-ADM.2020.01-Pandemic Response policy*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-050

Moved by Laurey Gillies and seconded by Jesse Glass, THAT this Board approve as amended the *PLAN.2020.01-Pandemic Preparedness and Business Continuity Plan*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-051

Moved by Laurey Gillies and seconded by Dorothy Cammaert, THAT this Board, in accordance with POL-BLG.2018.1 By-Laws General: Amending By-Laws, waive Notice to amend a By-Law for *POL-BLG.2018.06-Meetings of the Board*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-052

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT this Board approve amendments of *POL-BLG.2018.06-Meetings of the Board*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-053

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT this Board approve amendments of *POL-ADM.2018.45-Commitment to Health and Safety*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-054

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT this Board approve amendments of *POL-ADM.2018.23-General (Human Resources)*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES

Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-055

Moved by Laurey Gillies and seconded by Maurice Pepper, THAT this Board approve changing the authority for all other HR policies (*POL-ADM.2018.24 —POL-ADM.2018.44 and POL-ADM.2018.101* from “Board” to “CEO”.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-056

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board, in accordance with POL-BLG.2018.1 By-Laws General: Amending By-Laws, waive Notice to amend a By-Law for *POL-BLG.2018.99-Agenda & Multi-Year Agendas*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

BMPL-Resolution 2020-057

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve amendment of *POL-BLG.2018.99-Agenda & Multi-Year Agendas*.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

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 CEO advised the Board that the recommendation was a shift from the process to release the Action Plan in 2019, but would be a way to expedite its release to the public during the pandemic. This release by print and mailed newsletter was also described as being part of the Action Plan [C1.5]. Additionally, the Virtual Town Hall was discussed. This would be a shift from a face to face to a Facebook Live program and will be scheduled for late May [ultimately scheduled May 22nd at 3pm]. The committee will continue to prepare for this Virtual program with additional meetings throughout April and May. This was also described as being part of the Action Plan 2020 [C2.7 C-SP responsible party].

BMPL-Resolution 2020-058

Moved by Odeen Probert and seconded by Joanne Vivona, THAT this Board direct the Communication & Strategic Planning Committee to complete and release the Annual Report 2019 via mailed newsletter on behalf of the Board.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

G.4 Service Excellence & Operational Updates

The Report was reviewed. BMPL has just received confirmation of grants under the Summer Jobs and Youth Works programs which provide funding from May through August. The CEO requested a temporary adjustment to hiring practices for these positions since proper distancing cannot be maintained for training of completely new staff

BMPL-Resolution 2020-059

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board accept the CEO recommendation to suspend the HR Hiring policy procedures of open calls, due to the pandemic and unavailability of proper screening and onboarding of new candidate; and for the CEO to make letters of offer to former qualifying employees for any 2020 Canada Summer Jobs and 2020 Young Canada Works positions occurring during the current COVID-19 pandemic.

Dorothy Cammaert-YES
Laurey Gillies-YES
Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

G.5 Action Plan

The Report was reviewed. The CEO described how the “Deferred due to COVID-19” notes were imbedded in the document. There were no questions.

H. Other Reports

H.1 Budget 2020 Approval Update

The CEO reviewed the TBM Council resolutions. The resolutions were reiterated to be across all TBM Committees, Departments, and Library Board and these are expected in the time of the Pandemic. The CEO stated she would be presenting a report to Council when the buildings were prepared to resume open hours for the additional staff position included in the approved budget, and provide an interim report to the CAO to notify TBM Council of potential unused funds. This was further supported by Rob Potter.

H.2 Craigleith Heritage Depot Building Update

[Verbal Update].

The CEO provided a verbal update on the Craigleith Heritage Depot (CHD) remediation. No change has occurred since the last report with radon remediation completed at the end of February and the building now undergoing a 90 day radon test which is to be completed in May 2020. Additional questions came from members on the status of services and community questions. The CEO offered that the Wi-Fi is still active in the parking lot and that due to staff travel limitations during the pandemic, she chose to lock the CHD drop box. Only the L.E. Shore book returns are available at this time in order to allow community, who is interested, the opportunity to return the capital assets of the BMPL. It was also noted that all fees have been waived for any late materials, patron cards and all material due dates have been extended throughout the pandemic. Those requiring their card number may request this by phone or email. Those without a card may apply for a temporary card via the website. This will provide access to the more than 100,000+ e-books, materials, and e-resources available on the [BMPL Virtual Branch](#).

I. Roundtable

I.1 Roundtable—General updates by the Board

- 1) Rob Potter noted that he will be providing a video message to the community as a Council member. He will include the many BMPL Virtual Branch contents in his message.

J. Key Messages

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

BMPL-Resolution 2020-060

Moved by Rob Potter and seconded by Joanne Vivona, THAT this Board approve the release of the Key Messages Update-April 2020.

Dorothy Cammaert-YES
Laurey Gillies-YES

Jesse Glass-YES
Rob Potter-YES
Odeen Probert-YES
Joanne Vivona-YES
Gary Zalot-YES
Maurice Pepper-YES
CARRIED.

K. Closed Meeting

None.

L. Notice of Meeting Dates

The next regularly scheduled Board Meeting is May 21, 2020 at 2:00pm via MS Teams.

Additional Special Meetings and Committee Meetings:

- Vibrant Spaces & Capital Campaign Committee
 - May 12th at 1:00pm via distance. *Link to follow.*
- Organization Capacity, By-Laws & Governance Committee
 - May 5th at 1:00pm via distance. *Link to follow.*
- Communication & Strategic Planning Committee
 - April 21st at 1:00pm via distance. *Link to follow.*
 - May 5th at 9:00am via distance. *Link to follow.*
- Museum Advisory Council Meeting
 - April 22nd meeting cancelled.
- CEO Evaluation Planning Committee
 - May 5th 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 2020-061

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:08p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary