

The Blue Mountains Public Library Board Meeting

Meeting Date: October 17, 2019
Meeting Time: 2:00 p.m. Open Session
Location: L.E. Shore Boardroom
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

In Attendance:	Maurice Pepper (Chair)	Dorothy Cammaert	Laurey Gillies
	Rob Potter	Odeen Probert	Joanne Vivona
	Gary Zalot		
Absent:	N/A		
Regrets:	Jesse T. Glass, Q.C.		
Staff:	Dr. Sabrina ER Saunders, CEO		
Prepared By:	Dr. Sabrina ER Saunders, CEO		

A. Call to Order

The Chair called the meeting to order at 2:03pm. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

B. Agenda

B.1 Approval of the Agenda

BMPL-Resolution 2019-112

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board approve the amended Agenda of September 19, 2019. 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 2019-113

Moved by Joanne Vivona and seconded by Dorothy Cammaert, THAT this Board receive as information:

- 1) GOV.19.23 entitled “Vibrant Spaces & Capital Campaign Committee Report—Oct 2019”;
- 2) GOV.19.24 entitled “Organizational Capacity, By-Laws & Governance Committee Report—Oct 2019”;
- 3) GOV.19.25 entitled “Communication & Strategic Planning Committee Report—Oct 2019”;
- 4) ADM.19.41 entitled “Service Excellence & Operational Updates—Oct 2019”;

- 5) *ADM.19.42* entitled “*Action Plan 2019 Update—Oct 2019*”;
- 6) *FIN.19.11* entitled “*Finance Report Q3*”;
- 7) *GOV.19.26* entitled “*Key Messages Update—Oct 2019*”.

CARRIED

D. Minutes

D.1 Previous Minutes

BMPL-Resolution 2019-114

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve as the minutes of September 19, 2019 as presented. CARRIED.

D.2 Business Arising from the Minutes

- 1) Joint Meeting with MAC-November 8th 9am-12pm, Library Boardroom
The meeting agenda will be circulated to both committees by November 1.

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

No correspondence was received.

F. Action Items

F.1 2020 Proposed Budget

The 2020 Proposed Budget will be circulated to the Board in early November. The budget will then be included in the November 21st package for public release by November 14th.

F.2 Board Committees

Board Committees are scheduled to have membership reappointed at the November Board Meeting. As a result of Vibrant Spaces planning for the Gala in early November; and given that members have already identified what committees they wish to sit at; the Board opted to appoint members effective November 1st.

Additionally, committee meeting times were discussed. Meeting times will be:

- C-SP 1st Tuesday of the month 9am-12pm
- OC-BLG 1st Tuesday of the month 1pm-4pm
- VS-CC 2nd Tuesday of the month 1pm-4pm

BMPL-Resolution 2019-115

Moved by Maurice Pepper and seconded by Odeen Probert, THAT this Board appoint Gary Zalot, Jesse T Glass, Joanne Vivona, and Maurice Pepper to Vibrant Spaces & Capital Campaign Committee, effective November 1, 2019 and expiring at the November 2020 Board Meeting, or upon next appointments. CARRIED.

BMPL-Resolution 2019-116

Moved by Maurice Pepper and seconded by Rob Potter, THAT this Board appoint Laurey Gillies, Odeen Probert and Dorothy Cammaert to Communication & Strategic Planning Committee, effective November 1, 2019 and expiring at the November 2020 Board Meeting, or upon next appointments. CARRIED.

BMPL-Resolution 2019-117

Moved by Maurice Pepper and seconded by Joanne Vivona, THAT this Board appoint Laurey Gillies, Maurice Pepper and Jesse T. Glass to Organizational Capacity, By-Laws & Governance Committee, effective November 1, 2019 and expiring at the November 2020 Board Meeting, or upon next appointments. CARRIED.

G. Strategic Plan Updates

G.1 Vibrant Spaces & Capital Campaigns Report

The Committee Chair provided an overview of the circulated report. The fundraising training is scheduled for Wednesday, November 6th from 10:30-3:30. Sabrina Saunders will book a location appropriate for breakouts.

BMPL-Resolution 2019-118

Moved by Laurey Gillies and seconded by Odeen Probert, That the Board direct the Organizational Capacity, By-Laws and Governance Committee to develop the necessary policies to guide BMPL fundraising. CARRIED.

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

The Committee Chair provided an overview of the circulated report and the documents were reviewed. The Board Self-Evaluation was approved. Sabrina Saunders will prepare the document on Survey Monkey and distribute to the Board prior to November 1st. All members should complete the anonymous evaluation prior to November 10th in order for the report to be generated and included in the November package.

BMPL-Resolution 2019-119

Moved by Laurey Gillies and seconded by Rob Potter, THAT this Board approve the Board Self-Evaluation Questionnaire and process as presented. CARRIED.

The Code of Ethics and the Agreement to Comply with the Code of Ethics was discussed and accepted with minor edits. The Board determined that since the TBM Code of Conduct is not yet finalized and approved, the BMPL Code of Ethics should remove all notations to this document.

Once the final document is approved by Council, the Board will review and see if there are any required edits, including a statement of endorsement.

BMPL-Resolution 2019-120

Moved by Laurey Gillies and seconded by Odeen Probert, THAT this Board approve the *Code of Ethics* as amended, and the *Agreement to Comply with the Code of Ethics* without reference to The Town of The Blue Mountains' draft *Code of Conduct* pending the approval by Council. CARRIED.

G.3 Communication & Strategic Planning Committee Report

The Committee Chair provided an overview of the circulated report. The Communication and Advocacy Plan for 2019 was reviewed with update of various outreach to Council via the Committee of the Whole. These dates were updated. Sabrina Saunders stated she would update the Board when we had final meeting dates for the Board successes presentation to Council in November or December. *[Date is December 9th CoW.]*

G.4 Service Excellence & Operational Updates

The CEO provided an overview of the circulated report. The CEO focused on the Teen Advisory Group which is a service excellence item. This group will be having their first meeting in November and will be the first of its kind in the Town.

G.5 Action Plan 2019 Updates

The Action Plan successes to date were presented to the Board. The Board noted that the following additional items were complete:

- C2.5 Develop Advocacy Plan around awareness of BMPL as a GLAM and Cultural Hubs for the Town.
- OC2.3 Develop 2019 Key Messages of Staff
- VS3.4 Liaise with Town SMT and report to Council regarding Craighleith multi-use facility and LES expansion
- VS4.2 Investigate Fundraising approaches and develop Capital Campaign Plan for 2020

Including the additions, 53 of 86 outcomes have been achieved or are ongoing (62%).

BMPL-Resolution 2019-121

Moved by Rob Potter and seconded by Gary Zalot, THAT this Board direct the Standing Committees and CEO to prepare 2020 Action Items for consideration at the November 21, 2019 Board Meeting. CARRIED.

H. Other Reports

H.1 Finance Report—Q3

The CEO/Treasurer presented the third quarter finance report and updated the two Town held count lines balances. The BMPL held DC balance as of September 30, 2019 is \$1.383 million. The Craighleith Heritage Depot collections reserve as of September 30, 2019 is \$36,800. The Board asked what the impacts of Inter-Library Loan Ontario (ILLO) had been on the budget. At this time the postage is over budget as a result, but the program has not been up long enough to have significant costs. The 2020 proposed budget includes \$3,000 ILLO.

I. Roundtable

I.1 Roundtable—General updates by the Board

- 1) The Board discussed community and regional activities and events the members may wish to attending.
- 2) Joanne Vivona will be representing the TC3 - Saturday, October 26, 2019 - Grey Highlands Library, Flesherton Branch. She asked the board if they had any specific comments to bring forward at the regional round table.
- 3) Reminder of Chair/Vice Chair elections at the November 21st Board Meeting.
- 4) Reminder that the OLBA Bootcamp is occurring Saturday, February 1, 2020. Board members were asked if anyone would like to attend. Travel assistance is available for members of the Board attending.

BMPL-Resolution 2019-122

Moved by Maurice Pepper and seconded by Gary Zalot, THAT this Board accept as information the Roundtable discussions. CARRIED.

J. Key Messages

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

BMPL-Resolution 2019-123

Moved by Rob Potter and seconded by Dorothy Cammaert, THAT this Board approve the release of the Key Messages Update-October 2019. CARRIED.

K. Closed Meeting

None was required.

L. Notice of Meeting Dates

The next regularly scheduled Board Meeting is November 21, 2019 at 2:00pm.

Additional Special Meetings and Committee Meetings:

- Special Board Fundraising Training-Location TBD, November 6, 2019 10:30am
- Vibrant Spaces & Capital Campaign Committee
 - November 5th at 1:00pm in the LES Boardroom
 - 2nd Tuesday of Month at 1:00pm starting in December
- Organization Capacity, By-Laws & Governance Committee
 - December 3rd at 1:00pm in the LES Boardroom
 - 1st Tuesday of Month at 1:00pm starting in December
- Communication & Strategic Planning Committee
 - November 8th at 9:00am Joint Mtg with MAC in the LES Boardroom

- November 21st at 12:00pm in the LES Boardroom
- December 3rd at 1:00pm in the LES Boardroom
- 1st Tuesday of the Month at 9:00am starting in December
- Museum Advisory Council
 - November 8th at 9:00am Joint Mtg with MAC in the LES Boardroom
 - November 27th at 1:00pm in the CHD Research Room
- Arts Advisory Council
 - Nov 2nd 2:00pm Gallery Opening
 - Nov 30th 2:00pm Gallery Opening
- Committee of the Whole Presentations
 - December 9th Annual Successes
 - February 3rd BMPL Budget

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

M. Adjourned

BMPL-Resolution 2019-124

Moved by Maurice Pepper, THAT this Board does now adjourn at 4:00 p.m. to meet again at the call of the Chair. CARRIED.

Maurice Pepper, Chair

Dr. Sabrina Saunders, Board Secretary