



# 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	
	1.3	Increase the e-newsletter subscription from 2.3% to 25% of active card holders	CEO	Dec 2018	
	1.4	Provide information on the Library Board's legal mandate and limitations	Board & CEO	Ongoing	

<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 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 7-19-18 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 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 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> CEO with Board	May 2018	<b>COMPLETE</b> 5-17-18	
		3.4	Create and approve new Operational policies which reflect current legislation and best practice	CEO	May 2018	<b>COMPLETE</b> 5-17-18	
<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>						<b>COMPLETE</b> 5-17-18
		4.1	Define roles and responsibilities in Human Resources	CEO & CAO By-Laws & Governance Cmt Board & Council	May 2018	---	
		4.2	Define roles and responsibilities in Financial Services	Same as 4.1	May 2018	---	
		4.3	Define roles and responsibilities in Information Technology	Same as 4.1	May 2018	---	
		4.4	Define roles and responsibilities in Facility Maintenance	Same as 4.1	May 2018	---	
		4.5	Define Insurance and Risk Management Support	Same as 4.1	May 2018	---	
		4.6	Define roles and responsibilities in Shared Town Services	Same as 4.1	May 2018	---	
		4.7	Define Marketing and Communication Access	Same as 4.1	May 2018	---	
	<b>UPDATE TO EXPECTED DATE—</b>	4.8	Define Lease Agreements	Same as 4.1	<del>May 2018</del>		

<b>PULLED AS SEPARATE DOCUMENT</b>				Sept 2018
4.9	Define roles in Corporate Training of the Board and Advisory Bodies (AAC/MAC)	Same as 4.1	May 2018	
4.10	Define Legal Services available to Board	Same as 4.1	May 2018	
<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	
	6.3	Provide orientation to new Board members following appointment by Council	CEO with possible consultants	Dec 2018	

## 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	
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>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>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	

## 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 5-31-2018</b>
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	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	
	9.3	Update the Capital Plan 2019-2021 based on the Feasibility Study	Board & CEO	Sept 2018	
<b>10 Strategic Plan 2018-2022</b>					
Complete the four-year Strategic Plan informed by Goal 8 and 9					

	<b>NUMBERING UPDATED FOR CLARITY—</b> 10.1a	Update Mission, Vision & Values	Board with Staff & Community feedback	May 2018	--
	10.1a	Update Mission	Board with Staff & Community feedback	May 2018	<b>COMPLETE 5-17-18</b>
	10.1b	Update Values	Board with Staff	May 2018	<b>COMPLETE 5-17-18</b>
	10.1c	Update Vision	Board with CEO	May 2018	<b>On Agenda</b>
	10.2	Draft Strategic Plan 2018-2022	Strat Plan Cmt CEO	August 2018	<b>On Agenda</b>
	<b>UPDATED FOR DATE—</b> 10.3	Receive Community Feedback on draft Plan	Board	<del>August 2018</del> Sept 13, 2018	<b>On Agenda</b>
	<b>UPDATED FOR DATE—</b> 10.4	Approval of Strategic Plan	Board	<del>Sept 2018</del> Oct 2018	<b>On Agenda</b>
	10.5	Align the Operational Budget 2019-2021 based on the Strategic Plan	Board & CEO	Sept 2018	<b>On Agenda</b>
<b>11 Annual Report</b>					
	Produce Annual Report to the community				
	11.1	Publish an Annual Report including the 2017 audit	CEO with Board	June 2018	<b>COMPLETE 6-21-18</b>
	11.2	Distribute an Executive Summary of the Annual Report to the Community	CEO	June 2018	<b>COMPLETE 6-21-18</b>
	11.3	Present the Annual Report & audit to the community	Board & CEO	July 2018	<b>AVAILABLE ONLINE 6-21-18</b>