

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Tuesday, April 12, 2022

A Regular Meeting of the Library Board was held online on Tuesday, April 12, 2022 at 1:00 p. m. via Zoom.

PRESENT:

Heidi Berninger – Vice-Chairperson
Barb Bridgeman – Councillor
Doug Crichton
Valerie Duke – Chairperson
Donelda Hayes
Cathy Duck-CEO, Secretary/Treasurer

ABSENT:

Marg Buddo

1. Call to Order

a. V. Duke called the meeting to order at 1:04 p.m.

2. Respect and Acknowledgement Declaration

“The Muskoka Lakes Public Library acknowledges that these land and waters are the traditional homeland of the Ojibway (*Oh-jib-way*) Nation and the Huron /Wendat (*Huron/When-dat*) Nation and now includes communities from the Mohawk Nation and the Metis (*May-tee*) Nation of Ontario. We acknowledge their stewardship throughout the ages.”

-Valerie welcomed out new Library Board member Doug Crichton. Everyone welcomed Doug and gave him a little background information about themselves and their Library Board involvement. Doug introduced himself and explained his past professional career and his library volunteer experience.

3. Adoption of Agenda

a. Consideration of a resolution to adopt the Library Board agenda dated April 12, 2022.

Resolution Number 1-04/12/22

Moved by H. Berninger; Seconded by B. Bridgeman; be it resolved that the Library Board agenda be adopted.
Carried.

4. Disclosure of Interest

a. None declared.

5. Receipt/Adoption of Minutes

a. Consideration of a resolution to adopt the Library Board minutes for the meeting held on Tuesday, February 15, 2022.

Resolution Number 2-04/12/22

Moved by D. Hayes; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Tuesday, February 15, 2022 be adopted.
Carried.

6. Business Arising from the Minutes

- a. None.

7. Financial

- a. Budget Variance Report
-Reviewed.

Resolution Number 3-04/12/22

Moved by D. Crichton; Seconded by D. Hayes to accept the report as presented.

8. Reports

- a. CEO
- as reported.

- b. Council Representative

-B. Bridgeman advised the Board that the Official Plan work is ongoing and the next draft is ready. She also reminded the Board to participate in the Transportation survey through the Engage Muskoka Lakes platform online.

9. Administrative Issues

- a. Board Plan
- Reviewed and updated to remove item - review communications with and involvement in communities to May instead of April.

- b. CEO Succession Committee

-D. Crichton and B. Bridgeman have agreed to form the CEO Succession Committee.

D. Hayes left the meeting at 1:25.

10. Policy Development and Review

Policy/Plan –

- a. OP-01 – User Code of Conduct

Resolution Number 4-04/12/22

Moved by D. Crichton; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy User Code of Conduct.

Carried.

- b. OP-15 – Epidemic Pandemic Plan

Resolution Number 5-04/12/22

Moved by B. Bridgeman; Seconded by D. Crichton: be it resolved that the Library Board adopt the policy Epidemic Pandemic Plan as amended.

Carried.

- c. OP-17 – Safety, Security and Emergencies in the Library

Resolution Number 6-04/12/22

Moved by B. Bridgeman; Seconded by D. Crichton: be it resolved that the Library Board adopt the policy Safety, Security and Emergencies in the Library.

Carried.

d. OP-18 – Reopening Epidemic Pandemic

Resolution Number 7-04/12/22

Moved by D. Crichton; Seconded by B. Bridgeman: be it resolved that the Library Board adopt the policy Reopening Epidemic Pandemic.
Carried.

e. OP-19 – The Library and Political Elections

Resolution Number 8-04/12/22

Moved by B. Bridgeman; Seconded by D. Crichton: be it resolved that the Library Board adopt the policy The Library and Political Elections.
Carried.

- D. Crichton agreed to join the Policy Committee.

11. New and Unfinished Business

OP-12 – Proctoring of Examinations

Policy change to adjust the proctoring fee from \$25 to \$50 per exam.

Resolution Number 9-04/12/22

Moved by B. Bridgeman; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy Proctoring of Examinations.
Carried.

12. Closed Session

a. None.

13. Adjournment

a. Consideration of a resolution to adjourn.

Resolution Number 10-04/12/22

Moved by H. Berninger; be it resolved that the meeting adjourn at 1:44 p.m.
Carried.

CHAIRPERSON:

[Signature]

SECRETARY:

Cathy [Signature]

APPROVED:

May 10/22