

**THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD**  
***MINUTES - OF THE REGULAR MEETING***  
***Tuesday, August 9, 2022***

A Regular Meeting of the Library Board was held at the Norma and Miller Alloway Library on Tuesday, August 9, 2022 at 1:00 p. m.

**PRESENT:**

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

**ABSENT:**

Donelda Hayes – Councillor

**1. Call to Order**

a. V. Duke called the meeting to order at 1:01 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.”

**3. Adoption of Agenda**

a. Consideration of a resolution to adopt the Library Board agenda dated August 9, 2022.

**Resolution Number 1-08/09/22**

Moved by B. Bridgeman; Seconded by H. Berninger; 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, June 14, 2022.

**Resolution Number 2-08/09/22**

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Tuesday, June 14, 2022 be adopted.  
Carried.

## **6. Business Arising from the Minutes**

- a. None.

## **7. Financial**

- a. Budget Variance Report
  - Reviewed.

### **Resolution Number 3-08/09/22**

Moved by D. Crichton; Seconded by M. Buddo to accept the report as presented.  
Carried.

- b. Financial Statements 2021
  - Reviewed and approved.

### **Resolution Number 4-08/09/22**

Moved by D. Crichton; Seconded by B. Bridgeman to accept the draft financial statements as presented.  
Carried.

## **8. Reports**

- a. CEO
  - as reported.
  - Additions to report
    - L. MacFarlane and N. Doran have completed their First Aid and CPR training.
    - M. Curry has completed the EXCEL program offered by the Ontario Library Service.
    - The Library participated as a Community Partner in the SEEDPOD Sustainable Education Event at Brackenrig Nursery.
    - Attendance at all library programs offered this summer was an indication that the public was very happy to see the return of library programming.
- b. Council Representative
  - B. Bridgeman advised the Board of an upcoming Official Plan public meeting and that to date several positions for the upcoming election remain unfilled. Nomination papers must be filed by August 19, 2022.

## **9. Administrative Issues**

- a. Holiday Closures

### **Resolution Number 5-08/09/22**

Moved by M. Buddo; Seconded by B. Bridgeman: be it resolved that the Library Board approve a request by the CEO to close the library on December 24 and 31, 2022.  
Carried.

- b. Board Meeting Schedule

### **Resolution Number 6-08/09/22**

Moved by H. Berninger; Seconded by D. Crichton: be it resolved that the Library Board meeting for December 13, 2022 be cancelled.  
Carried.

**10. Policy Development and Review**

Policy/Plan –

- a. OPHR-02 Human Resource Management

**Resolution Number 7-08/09/22**

Moved by H. Berninger; Seconded by B. Bridgeman: be it resolved that the Library Board adopt the policy Human Resource Management as amended.  
Carried.

- b. OP-01 User Code of Conduct

**Resolution Number 8-08/09/22**

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

**11. New and Unfinished Business**

- a. None.

**12. Closed Session**

- a. None.

**13. Adjournment**

- a. Consideration of a resolution to adjourn.

**Resolution Number 9-08/09/22**

Moved by H. Berninger; be it resolved that the meeting adjourn at 2:02 p.m.  
Carried.

CHAIRPERSON: Valery  
SECRETARY: Cathy Duck  
APPROVED: Sept. 12, 2022