

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Tuesday, April 25, 2023

A Regular Meeting of the Library Board was held on Tuesday, April 25, 2023, at 1:00 p. m. at the Norma and Miller Alloway Muskoka Lakes Library, Port Carling, Ontario.

PRESENT:

Heidi Berninger
Barb Bridgeman
Marg Buddo
Doug Crichton
Valerie Duke
Mary Ellen McIntyre – Councillor
Deborah Stokes
Cathy Duck-CEO, Secretary/Treasurer

1. Call to Order

- a. V. Duke called the meeting to order at 1:07 p.m.

2. Respect and Acknowledgement Declaration

“The Muskoka Lakes Public Library acknowledges that these lands 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 April 25, 2023.

Resolution Number 1-04/25/23

Moved by B. Bridgeman; Seconded by D. Stokes; 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 14, 2023.

Resolution Number 2-04/25/23

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Tuesday, February 14, 2023 be adopted as amended.

Carried.

6. Business Arising from the Minutes

- a. None

7. Financial

- a. Budget Variance Expense Report
- Reviewed.

Resolution Number 3-04/25/23

Moved by M. McIntyre; Seconded by H. Berninger to accept the report as presented.
Carried.

- b. 2023 Budget Update
- The Library budget for 2023 was approved by Council.

8. Reports

- a. CEO

Reviewed.

- C. Duck submitted her resignation letter effective December 29, 2023.
 - The Library received a donation from the Muskoka Ratepayers' Association to sponsor a story time at the Bala Library this upcoming summer.
 - The CEO submitted the Annual Survey to the Ministry of Tourism and Culture.
- b. Council representative
 - Councillor M. McIntyre updated the Board re: Council amended the following by-laws – Parking; Fees and Charges; and Burning. Funds were approved for road improvements, an insurance update was provided, Transportation Plan, HVAC improvements for Milford Bay Community Centre with a discussion of exploring an environmentally friendly source of heat. There was also a short-term rental discussion.

9. Administrative Issues

- a. CEO Goals 2023

- Reviewed and discussed. V. Duke will provide the 2023 goal document to the CEO.

- b. Accessibility Requirements for Libraries

-Discussion. V. Duke will provide the Board with the online link for training.

10. Policy Development and Review

Policy/Plan –

- a. OP-02 User Records

Resolution Number 4-04/25/23

Moved by H. Berninger; Seconded by B. Bridgeman: be it resolved that the Library Board adopt the policy User Records.

Carried.

- b. OP-05 User Membership

Resolution Number 5-04/25/23

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

Carried.

c. OP-08 Promotional Materials

Resolution Number 6-04/25/23

Moved by H. Berninger; Seconded by M. McIntyre: be it resolved that the Library Board adopt the policy Promotional Materials.

Carried.

11. New and Unfinished Business

a. Board Assembly Meeting Report

-M. Buddo provided a report on the recent Board Assembly meeting that she attended.

b. Library Trustee Training

-D. Stokes and D. Crichton have completed the online training.

c. MOU

-Discussion.

Resolution Number 6-04/25/23

Moved by H. Berninger; Seconded by D. Stokes: be it resolved that the Library Board review the MOU with the Township of Muskoka Lakes and to be included in the review is the process of the handling of any financial donations received by the Library.

Carried.

12. Closed Session

None.

13. Adjournment

a. Consideration of a resolution to adjourn.

Resolution Number 7 – 04/25/23

Moved by D. Crichton; Seconded by H. Berninger: be it resolved that the meeting adjourn at 3:02 p.m. and the next regular meeting of the Board will be held on Tuesday, May 16, 2023 at 1:00 p.m.

Carried.

CHAIRPERSON:

D. Stokes

SECRETARY

Cathy Duck

APPROVED:

May 16/23