

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Tuesday, January 16, 2024

A Regular Meeting of the Library Board was held on Tuesday, January 16, 2024, 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
Deborah Stokes
Andrew Whitfield-CEO, Secretary/Treasurer

ABSENT:

Mary Ellen McIntyre – Councillor

1. Call to Order

a. V. Duke called the meeting to order at 1:06 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 January 16, 2024.

Resolution Number 1 - 01/16/24

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 December 19, 2023.

Resolution Number 2 - 01/16/24

Moved by H. Berninger; Seconded by B. Bridgeman; be it resolved that the Library Board minutes for the meeting held on Tuesday, December 19 2023 be adopted.

Carried.

6. Business Arising from the Minutes

- a. Custodian contract update provided by A. Whitfield

7. Financial

- a. Budget Variance Report
- b. Dec 2023 year end Scotia Bank Statement
- c. Investment Account Summary

Consideration of a resolution to accept the financial statements for December 2023.

Resolution Number 3 - 01/16/24

Moved by M. Buddo; Seconded by D. Crichton; be it resolved that the financial statements for Dec2023 be adopted.

Carried.

8. Reports

- a. Council Report
Reviewed
- b. CEO
Reviewed.

9. Administrative Issues

- a. Staff hours/Scheduling – discussion surrounding scheduled hours and break times.
- b. Emergency Response/Testing – discussion of incidents at Bala and Port Carling Branches and the response/updates that have come from it.
- c. Succession Planning Committee Minutes – January 2, 2024 – Reviewed minutes
- d. Review GOV-04 Policy – Reviewed and re-familiarized the roles and responsibilities of the CEO and Board
- e. Discuss CEO entry plan – A. Whitfield presented his entry plan and provided an update on how it was progressing
- f. Discuss CEO work plan – Discussion on going and to be continued at the Feb 2024 Board Meeting
- g. Discuss OLA Superconference Plan – A. Whitfield provided the board with an overview of some of the sessions he plans to attend at the Superconference as well as a background on his own presentation.
- h. Petty cash discussion – Provided board with an update on petty cash discrepancy

10. Policy Development and Review

- a. Policy Review Committee Meeting Minutes – January 10, 2024 - Reviewed
- b. ACCESS-01 - Accessibility in the Library

Resolution Number 4 - 01/16/24

Moved by D. Crichton ; Seconded by H. Berninger : be it resolved that the Library Board adopt the policy Accesibility in the Library.

Carried.

- c. OP-12 - Proctoring of Examinations

Resolution Number 5 - 01/16/24

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

Carried.

11. New and Unfinished Business

- Discussion of Fee schedule – to be reviewed next meeting.

12. Closed Session

None.

13. Adjournment

- a. Consideration of a resolution to adjourn.

Resolution Number 6 – 01/16/24

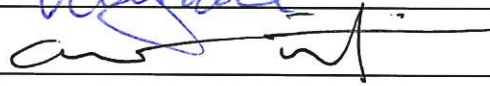
Moved by H. Berninger; Seconded by B. Bridgeman: be it resolved that the meeting adjourn at 3:31 p.m. and the next regular meeting of the Board will be held on Tuesday, February 13, 2024 at 1:00 p.m.

Carried.

CHAIRPERSON:



SECRETARY



APPROVED:

02/14/24