

The Township of Muskoka Lakes Public Library Board
MINUTES - REGULAR LIBRARY BOARD MEETING
Tuesday, February 13th, 2024

A Regular Meeting of The Township of Muskoka Lakes Public Library Board will be held on Tuesday, February 13th, 2024 at 1:00 p. m. at the Norma and Miller Alloway Library, Port Carling.

Mission Statement

The Muskoka Lakes Public Library will continue to evolve our services, in concert with our communities to enrich the lives of our members; to engage more of our residents of all ages with easy, affordable access, more online services and planned outreach programs.

Vision Statement

The Muskoka Lakes Public Library is committed to providing a diverse library collection and ensuring equitable access to all in a safe, positive, and welcoming environment. A community hub of engagement, knowledge, advancement, and enjoyment for the sustainable future.

PRESENT:

Heidi Berninger
Barb Bridgeman
Marg Buddo
Doug Crichton (Via Zoom)
Valerie Duke – Board Chair
Deborah Stokes
Mary Ellen McIntyre – Councillor
Andrew Whitfield-CEO, Secretary/Treasurer

1. Call to order

a, V. Duke called the meeting to order at 1:03pm

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 February 13, 2024.

Resolution Number 1 - 02/13/24

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. Regular Meeting Tuesday January 16, 2024.

Consideration of a resolution to adopt the Library Board minutes for the meeting held on Tuesday January 16, 2024.

Resolution Number 2 - 02/13/24

Moved by B. Bridgeman; Seconded by M. Buddo; be it resolved that the Library Board minutes for the meeting held on Tuesday, January 16, 2024 be adopted.

Carried.

6. Business Arising from the Minutes

- a. Petty Cash Update and discussion of options for library account(s)

CEO provided an update on Petty Cash Status and process moving forward. Discussion of what to do with other library accounts summarized in 7c with resolution.

- b. OLA SuperConference Update from CEO

CEO provided an update on sessions attended as well as some takeaways to try and implement for MLPL.

- c. CEO Goals and Work Plan discussion

Discussion had outlining goals and priorities. CEO to work with Board Chair to continue formulating a plan. Staff Development, Community Partnerships, and increasing usage were identified as key priorities (amongst others).

7. Financial

- a. Budget Variance Report

CEO to look into why some items are reported as 0 on Budget variance report.

- b. Jan 2023 Scotia Bank Statement

- c. Investment Account Summary

Discussion around what to do with some of the funds in the account(s). Shared recommendations from Scotiabank Advisor on what best to do.

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

Resolution Number 3 - 02/13/24

Moved by M. McIntyre; Seconded by D. Crichton; be it resolved that the financial statements for January 2024 be adopted.

Carried.

Consideration of a resolution that the board approve the transferring of monies from Library Account 7014 to 3314 to equal \$15,000 to be put in a 1 year GIC.

Resolution Number 4 - 02/13/24

Moved by H. Berninger; Seconded by D. Crichton; be it resolved that the board approve the transferring of monies from Library Account 7014 to 3314 to equal \$15,000 to be put in a 1 year GIC.

Carried.

8. Reports

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

9. Policy Development and Review

- a. Policy Review Committee Meeting Minutes – Monday February 5, 2024
Reviewed

- b. OP-13 Fee Schedule

Resolution Number 5 - 02/13/24

Moved by H. Berninger ; Seconded by M. McIntyre : be it resolved that the Library Board adopt the policy OP-13 Fee Schedule

Carried.

- c. OP-14 - Community Information

Resolution Number 6 - 02/13/24

Moved by B. Bridgeman; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy OP-14 Community Information.

Carried.

- d. OP-26 - Local History and Genealogy

Resolution Number 7 - 02/13/24

Moved by M. McIntyre; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy OP-26 Local History and Genealogy

Carried.

- e. Room rental discussion

Barb to look at bringing in our insurance broker to go over terms/requirements for insurance rentals. Discussions/planning for rentals is ongoing.

10. New and Unfinished Business

- a. Update on LBI Set-Up
CEO provided update on setting up ARPs and Firm Orders.
- b. Community group requests
CEO provided update on discussions with various community groups re: use of the library space and/or programming partnerships and outreach opportunities (Community Fridge, Muskoka Indigenous Friendship Circle, Chataqua Arts Festival, Port Carling Youth Choir, etc.)
- c. Port Carling facilities update

Almost all the work that was needed to be done as a result of the fire alarm in January has been finished.

d. Bala Update

Update provided by CEO on site visit with Ken B. Asked to explore a security camera potentially.

e. OLS Connectivity Grant Update

Update provided by CEO to board re: this grant. It will make no difference to us as we had received full support in the past.

f. Development Charges update

Update provided by CEO. Still working with consultants and treasury to figure this process out.

11. Closed Session

None.

12. Adjournment

a. Consideration of a resolution to adjourn.

Resolution Number 8 – 02/13/24

Moved by H. Berninger; Seconded by M. Buddo: be it resolved that the meeting adjourn at 3:33 p.m. and the next regular meeting of the Board will be held on Tuesday April 9, 2024 at 1pm.

Carried.

CHAIRPERSON:



SECRETARY



APPROVED:

04/16/24
