

**The Township of Muskoka Lakes Public Library Board**  
**MINUTES - REGULAR LIBRARY BOARD MEETING**  
**Tuesday February 11, 2025**

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday February 11 at 1pm at the Port Carling Branch of the Muskoka Lakes Public Library.

**PRESENT:**

Barb Bridgeman

Marg Buddo

Doug Crichton

Valerie Duke – Chair

Mary Ellen McIntyre – Councillor

Deborah Stokes

Andrew Whitfield – CEO, Secretary/Treasurer

Heidi Berninger

**1. Call to order**

- a. V Duke Called the meeting to order at 1:00 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 February 11, 2025.

**Resolution Number-1-02/11/25**

Moved by M. McIntyre; Seconded by H. Berninger; be it resolved that the Library Board agenda be adopted as amended.

Carried.

**4. Disclosure of Interest**

None declared

**5. Receipt/Adoption of Minutes**

- a. Consideration of a resolution to adopt the Library Board minutes as amended for the Regular Meeting January 14, 2025.

**Resolution Number-2-02/11/25**

Moved by M. Buddo; Seconded by D. Crichton; be it resolved that the Library Board agenda be adopted as amended.

Carried.

**6. Business Arising from the Minutes**

- a. Strategic Planning Committee Adoption of Strategic Plan – Discussion held on next steps and promoting. Will be going out with the Newsletter and the “Plan on a page” posted around the branch.
- b. Consideration of a resolution to adopt the 2025-2028 Muskoka Lakes Library Strategic Plan.

**Resolution Number-3-02/11/25**

Moved by M. McIntyre; Seconded by M. Buddo; be it resolved that the Library Board adopt the 2025-2028 Muskoka Lakes Public Library Strategic Plan.

Carried.

- c. Board Evaluation – Link will be sent out to board members following the meeting.
- d. Level of Service – Update  
Update provided by CEO. Work continue with a tentative presentation to council on March 12, 2025. Discussion held around Councillor McIntyre acting as point person for that meeting as CEO will be on vacation.
- e. VOLT survey update/Annual Survey – Update  
Update provided by CEO. Work will commence on the annual survey with findings and stats used to populate the VOLT toolkit. Hopeful to have everything ready for the April board meeting.
- f. Vulnerable Sector Check - Update  
Discussion held around drafting a policy requiring staff to obtain a VSC as a condition of employment. Policy committee to work on a draft for the April meeting.
- g. Archives discussion and presentation from Kelli Babcock (Archeion – 1:30pm) and Jess Postgate (VITA Toolkit) – 2pm  
30 minutes presentations made by Archeion and Vita Toolkit to provide the board a chance to learn more about each system and how they might aid our archives. Decision to create sub-committee to continue to explore and evaluate.

**7. Financial**

- a. January variance report
- b. Consideration of a resolution to accept the January variance report as presented.

**Resolution Number-4-02/11/25**

Moved by B. Bridgeman; Seconded by M. McIntyre; be it resolved that the January variance report be accepted as presented.

Carried

- e. January restricted accounts summary
- f. January Scotiabank Statement
- g. Oct 1, 2024 – December 31, 2024 – Scotiabank Investment Summary

**8. Reports**

- a. Council Report – January 2025
- b. CEO Report – January 10, 2024 – February 7, 2025

**9. Policy Development and Review**

**10. New and Unfinished Business**

**11. Closed Session**

- a. CEO Evaluation
- b. Consideration of a resolution to move in-camera.

**Resolution Number 5 – 02/11/25**

Moved by M. McIntyre; seconded by D. Stokes; be it resolved that the Muskoka Lakes Public Library moves in-camera at 2:43pm for personnel matters about an identifiable individual; pursuant to Section 16.1 of the Public Libraries Act, as revised in 2002. A. Whitfield left the meeting. Valerie Duke as recording secretary.

Carried.

- b. Consideration of a resolution to move out of-camera at 3:13pm.

**Resolution Number 6 – 02/11/25**

Moved by M. McIntyre; seconded by H. Berninger; be it resolved that the Muskoka Lakes Public Library moves out of camera at 3:13pm.

Carried.

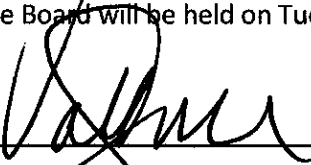
**12. Adjournment**

- a. Resolution to adjourn

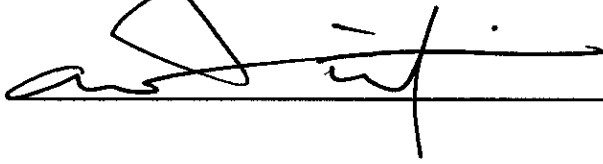
**Resolution Number 7 – 02/11/25**

Moved by H. Berninger; D. Stokes: be it resolved that the meeting adjourn at 3:13 p.m. and the next regular meeting of the Board will be held on Tuesday, April 15, 2025 at 1:00 p.m.

CHAIRPERSON:

  
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SECRETARY:

  
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APPROVED:

04/15/25  
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