

**The Township of Muskoka Lakes Public Library Board**  
**MINUTES - REGULAR LIBRARY BOARD MEETING**  
**Tuesday January 14, 2025**

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday January 14, 2025 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

- teleconference  
> Zoom

**REGRETS:**

Heidi Berninger

**1. Call to order**

- a. V. Duke called the meeting to order at 1:10 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 January 12, 2025.

**Resolution Number-1-01/14/25**

Moved by B. Bridgeman; Seconded by M. Buddo; 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 as amended for the Regular Meeting November 12, 2024.

### **Resolution Number-2-01/14/25**

Moved by M. McIntyre; Seconded by M. Buddo; be it resolved that the Library Board minutes for the meeting held on November 12, 2024 be adopted as amended.

Carried.

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

- a. Strategic Planning Committee Update/Discussion of next steps

Determined that this version will be shared via the next Newsletter giving some time for any public feedback. Barring any the 2025-28 MLPL Strategic Plan would be adopted at the February 11<sup>th</sup> Board meeting.

**Action Item: Chief Librarian to get Plan out in next Newsletter cycle (February 1<sup>st</sup>, 2025).**

- b. Level of Service Update

Update provided by Chief Librarian to the Board re: the ongoing TLOS review and methodology used to get to current levels and targets. Discussed some of the challenges/uncertainties re: some of the figures. Continuing to work with Township staff and the Consultants to provide the necessary information.

**Action Item: Ongoing updates as necessary**

- c. VOLT survey update

**Action Item: Chief Librarian to input metrics for 2024 to be reviewed at the February meeting.**

## **7. Financial**

- a. November variance report
- b. November restricted accounts summary
- c. November Scotiabank Statement
- d. Consideration of a resolution to accept the November financial statements as presented.

### **Resolution Number-3-01/14/25**

Moved by M. McIntyre; Seconded by B. Bridgeman; be it resolved that the financial statements for November 2024 be accepted as presented.

Carried.

- d. December variance report
- e. December restricted accounts summary
- f. December Scotiabank Statement

g. Consideration of a resolution to accept the October financial statements as presented.

**Resolution Number-4-01/14/25**

Moved by D. Crichton; Seconded by M. Buddo; be it resolved that the financial statements for December 2024 be accepted as presented.

Carried.

**8. Reports**

- a. Council Report – November 2024, December 2024
- b. CEO Report – Nov 9, 2024 – January 9, 2025 – Comment to keep 2026 Accreditation in mind and a look into different programming for adults in the Spring.

**9. Policy Development and Review**

- a. Policy Review Committee Meeting Minutes – January 3, 2025
- b. OP10 – Resource Sharing
- c. Consideration of a resolution to accept the policy as presented.

**Resolution Number-5-01/14/25**

Moved by D. Crichton; Seconded by B. Bridgeman; be it resolved the Library Board adopts OP-10 as presented.

Carried.

- d. OP-11 - Room Rental
- e. OP-11 – MLPL Room Rental Agreement – Discussion held on the proposed amendments to the Room Rental policy and determined that the item will be deferred to the next policy committee meeting. More info will be collected on other comparable library systems fees for booking space and acceptable uses.
- f. OPHR-11 – CEO Performance Appraisal – Moved to item 11. Closed.
- g. GOV-09 – Board Evaluation – For review/information. V. Duke will send out the evaluation package to the Board.

**10. New and Unfinished Business**

- a. Hosting a meeting at a different location – Discussion held around holding a meeting at an alternative location. Chief Librarian to look into the April meeting offsite, potentially at the new Bracebridge Library.
  
- b. Vulnerable Sector Checks – Policy committee to work on developing policy for staff requirements. Chief Librarian to ask for examples from other systems.
  
- c. Archives Discussion – Update provided on status and vision/direction by Chief Librarian. Plan is to obtain a quote from a consultant/archivist to aid the library in getting the archives up onto a platform (Archieon) for all to access. Chief Librarian to also look into getting someone to speak at the next meeting. Discussion of potential for collaboration between other archives in the area.

**11. Closed Session**

- a. Consideration of a resolution to move in-camera.

**Resolution Number 6 – 01/14/25**

Moved by M. Buddo; seconded by B. Bridgeman; be it resolved that the Muskoka Lakes Public Library moves in-camera at 2:48pm for personal 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

**12. Adjournment**

- a. Resolution to adjourn

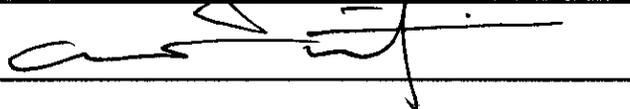
**Resolution Number 7 – 01/14/25**

Moved by M. McIntyre; B. Bridgeman: be it resolved that the meeting adjourn at 3:08 p.m. and the next regular meeting of the Board will be held on Tuesday, February 11, 2025 at 1:00 p.m.

CHAIRPERSON:



SECRETARY:



APPROVED:

02/11/25