

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Tuesday, June 9, 2020

A Regular Meeting of the Library Board was held virtually on Tuesday, June 9, 2020, at 1:00 p. m. (via WebEx).

PRESENT:

Kim Alexander
Heidi Berninger – Vice-Chairperson
Barb Bridgeman – Councillor
Marg Buddo
Valerie Duke – Chairperson
Donelda Hayes – Councillor
Cathy Duck-CEO, Secretary/Treasurer

1. Call to Order

- a. V. Duke called the meeting to order at 1:05 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 June 9, 2020.

Resolution Number 1-06/09/20

Moved by K. Alexander; Seconded by B. Bridgeman; be it resolved that the Library Board agenda be adopted.

Carried.

4. Disclosure of Interest

- a. None declared.

M. Buddo joined the meeting at 1:14 p.m.

5. Receipt/Adoption of Minutes

- a. Consideration of a resolution to adopt the Library Board minutes for the meeting held on Tuesday, May 12, 2020.

Resolution Number 2-06/09/20

Moved by B.Bridgeman; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Tuesday, May 12, 2020 be adopted.
Carried.

6. Business Arising from the Minutes

a. None

7. Financial

a. Budget Variance Expense report – The report was reviewed and it was noted that the line item WSIB was over budget. C. Duck to contact Township for an explanation.

b. Budget 2020 Update

-Final budget was approved on May 13, 2020.

8. Reports

a. CEO

Verbal report –

- Outside delivery commenced May 20. It is going well and the demand is steadily increasing.
- Bala branch remains closed at the present time.
- Plexiglass shields and face masks have been purchased.
- The Library in Port Carling is a pick up location for emergency food boxes supplied by Feed Ontario and dropped off by the West Muskoka Food Bank.
- Library membership applications are now available online.
- Staff have commenced a collection inventory.
- Board is in favour of CEO's recommendation to not open to the public at this time.

b. Council representative

-There are two upcoming special finance and council meetings.

c. Strategic Plan Committee Meeting

-The Committee is working through the Strategic Planning Working Document. The first step a survey of Library Board, Staff, Friends of the Library and Council resulted in 24/28 responses. The second step is a community needs survey. The decision was made to defer and delay the survey as the questions are not relevant as our doors are not open. This survey will be sent out once we return to some semblance of normal. A revised survey will be sent out asking if we are meeting community needs at the present time.

D. Hayes left the meeting at 1:30 p.m. and returned at 1:55 p.m.

9. Administrative Issues

a. Covid Response/Return to Work/Library Re-opening Plan

-Staff will continue to offer outside pickup and practice safe operating procedures. Items returned are quarantined for 72 hours. The Library is not open to the public. In stage two (June 12) provincial instructions are the following "All libraries can reopen with limited on-site services, such as computer access and contactless pickup and drop off. Patrons are not permitted to handle books or materials on shelves. Libraries should operate in adherence with public health guidelines on physical distancing, capacity and hygiene procedures (e.g. disinfecting returns and high-touch areas like computers)."

- b. Year Two Board Plan
-Reviewed

10. Policy Development and Review

- a. OPINT-01 – Internet Use and Technology

Resolution Number 3-06/09/20

Moved by H. Berninger; Seconded by B. Bridgeman; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Internet Use and Technology as amended.
Carried.

- b. GOV-07 – Board Advocacy

Resolution Number 4-06/09/20

Moved by B. Bridgeman; Seconded by K. Alexander; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Board Advocacy as amended.
Carried.

11. New and Unfinished Business

- a. The Board has requested the addition of staff bios and photos to the Library web page.

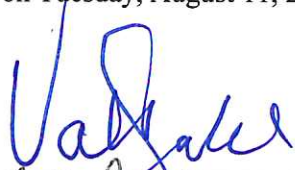
13. Adjournment

- a. Consideration of a resolution to adjourn.

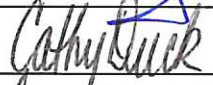
Resolution Number 5-06/09/20

Moved by H. Berninger; be it resolved that the meeting adjourn at 1:58 p.m. and the next regular meeting of the Board will be held on Tuesday, August 11, 2020 virtually via WebEx at 1:00 p.m.
Carried.

CHAIRPERSON:



SECRETARY:



APPROVED:

