

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

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday November 11, 2025 at 1pm at the Norma and Miller Alloway Muskoka Lakes Public Library (Port Carling Branch) of the Muskoka Lakes Public Library system.

Present:

Heidi Berninger
Marg Buddo
Doug Crichton
Valerie Duke – Board Chair
Mary Ellen McIntyre – Councillor
Andrew Whitfield – CEO, Secretary Treasurer
Deborah Stokes

Regrets:

Barb Bridgeman

- 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 lands and waters are the traditional homeland of the Ojibway Nation and the Huron /Wendat Nation and includes the Wahta Mohawks Nation and communities of the Metis Nation of Ontario. We acknowledge their stewardship throughout the ages.”

- 3. Disclosure of Pecuniary Interest**
 - a. None declared
- 4. Adoption of Agenda**
Consideration of a resolution to adopt the Library Board agenda dated November 11, 2025.

Resolution Number 1 -11/11/25

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

Carried.

5. Receipt/Adoption of Minutes

Consideration of a resolution to adopt the Library Board minutes dated October 14, 2025.

Resolution Number 2 -11/11/25

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the Library Board minutes be adopted.

Carried.

6. Business Arising from the Minutes

a. AODA Compliance Report Update|

Update provided by CEO to Board that, after consultation with the Ministry, OLS, and the Township, the library is not required to submit a formal AODA compliance report. The library profile, and contact info, has been updated with the ministry which satisfies our requirements at this time.

b. 2026 Budget Update

Update provided by CEO to Board on upcoming timelines/next steps. CEO also addressed changes to the budget since the last meeting, namely the addition of a \$50,000 transfer to reserves each year as well as the allocation of tentative development charge reserves for future capital projects.

c. Library Service and Space review discussion

Discussion held around next steps, barring any unforeseen amendments to the budget. Decided that the CEO should put together a terms of reference/scope of project to be sent out prior to the January meeting so that changes can be made, if necessary, and the project can move forward as anticipated.

7. Financial

a. October variance report

Consideration of a resolution to accept the October variance report.

Resolution Number 3-11/11/25

Moved by M. McIntyre; Seconded by H. Berninger; be it resolved that the October 2025 variance report be accepted as presented.

Carried.

b. October restricted accounts summary

c. October Scotiabank Statement

- d. July 1 – Sept 30 Scotiabank Investment Statement

8. Reports

- a. CEO Report – October 11 – November 7, 2025

9. Policy Development and Review

- a. Policy Committee Minutes – October 22, 2025
- b. GOV-08 – Planning

Resolution Number-4- 11/11/25

Moved by M. McIntyre; Seconded by D. Stokes; be it resolved the Library Board adopts GOV-08 – Planning as presented. Carried.

- c. OPHR-06 Workplace Discrimination and Harassment

Resolution Number-5- 11/11/25

Moved by D. Stokes; Seconded by M. McIntyre; be it resolved the Library Board adopts OPHR-06 – Workplace Discrimination and Harassment as presented. Carried.

- d. OPHR-08 Prevention of Workplace Violence

Resolution Number-6- 11/11/25

Moved by M. McIntyre; Seconded by D. Stokes; be it resolved the Library Board adopts OPHR-08 – Prevention of Workplace Violence as presented. Carried.

10. New and Unfinished Business

- a. December gathering

Decided that the Board will gather at the library on December 11th for a casual drop-in for community members. Light refreshments, games, and connection.

- b. Scotia Bank closure update

CEO provided update on branch closure at the end of May. Services will transfer to the Gravenhurst location as our “Home branch”.

- c. 2024 Ontario Library Stats and 2025 VOLT Toolkit Update

Update provided by CEO on the availability of the 2024 Ontario Public Library survey results.

On a per-household basis, our funding (\$54/HH) is well below the average for other “cottage-region” systems (\$90–\$100/HH).

d. OPHR-01 – Holiday Closures

Discussion around wording on library policy re: holiday closures. Asking for removal that we will follow the Township calendar – and granting the CEO, or designate, the ability to set holiday hours/closures.

Resolution Number-7- 11/11/25

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved the Library Board adopts OPHR-01 – Holiday Closures as presented.

Carried.

11. Closed Session

a. CEO Evaluation

Consideration of a resolution to move in-camera.

Resolution Number 8 – 11/11/25

Moved by H. Berninger; seconded by M. Buddo; be it resolved that the Muskoka Lakes Public Library moves in-camera at 2:13pm 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 2:50pm.

Resolution Number 9 – 11/11/25

Moved by H. Berninger; seconded by D. Stokes; be it resolved that the Muskoka Lakes Public Library moves out of camera at 2:50pm.

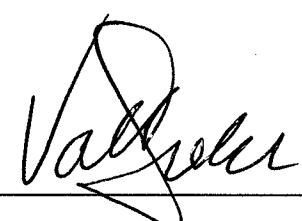
Carried.

12. Adjournment

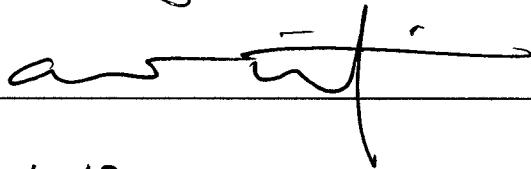
Resolution Number 10 – 11/11/25

Moved by H. Berninger; seconded by D. Stokes: be it resolved that the meeting adjourn at 2:51pm and the next regular meeting of the Board will be held on Tuesday, January 13, 2025 at 1:00 p.m.

CHAIRPERSON:



SECRETARY



APPROVED:

