

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

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday October 14, 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 (virtual)
Doug Crichton (virtual)
Valerie Duke – Board Chair
Mary Ellen McIntyre – Councillor
Andrew Whitfield – CEO, Secretary Treasurer
Barb Bridgeman

Regrets:

Deborah Stokes

1. **Call to order**
 - a. V. Duke called the meeting to order at 1:02pm

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**
 - a. Consideration of a resolution to adopt the Library Board agenda dated October 14, 2025.

Resolution Number 1 -10/14/25

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

Carried.

5. **Receipt/Adoption of Minutes**
 - a. Two spelling errors corrected. Consideration of a resolution to adopt the Library Board agenda as amended dated September 16, 2025.

Resolution Number 2 -10/16/25

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

Carried.

6. Business Arising from the Minutes**a. Board Plan Checklist Discussion**

Request from Board to remove policy review from the monthly checklist as that is something that is already on-going. No other comments.

b. CEO Evaluation discussion

Board Chair will send out evaluation form and process after the meeting. CEO will share the progress towards, and completion of, the 2025 goals. Discussion will be held at next meeting.

c. MLPL 2026 Budget Update discussion

Update provided to Board by CEO on timelines of budget prep. Final submissions due October 17th, released to public Oct. 28th, present to Council on November 3rd.

d. Archive Committee Update discussion

Update provided by CEO on ongoing work. Staff have continued to work in the quieter months uploading to the website. Committee work will commence later this month or early in November.

7. Financial**a. September variance report****b. Consideration of a resolution to accept the June financials statements****Resolution Number 3-10/14/25**

Moved by D. Crichton; Seconded by M. McIntyre; be it resolved that the September 2025 variance report be accepted as presented.

Carried.

c. September restricted accounts summary**d. September Scotiabank Statement****8. Reports****a. CEO Report – September – October 10, 2025****b. CEO Report & Presentation to General Finance Committee (October 15, 2025)****9. Policy Development and Review****10. New and Unfinished Business****a. LSC Asset disbursement update**

Update provided by CEO on recent correspondence re: LSC (Library Service Centre) and liquidation of assets. Libraries across Ontario were part of a claim and voting was held by members in August 2025 on how to disburse any remaining assets.

b. AODA Compliance Report discussion

Update provided by CEO on discussions with Dept. Clerk re: MLPL's to determine MLPL's requirement to complete an AODA compliance report. Questions have been asked to the Ministry to see, and the Board suggested to consult with OLS as well.

c. Friends of the Library update from CEO

The Friends of the Library held their Silent Auction wrap-up meeting in September, followed by an end-of-season appreciation lunch shortly after. A new member has recently reached out and been in contact with the group, and efforts are underway to help them become more engaged and involved in Friends activities. The CEO continues to encourage the group to take on greater ownership of the annual book sale, particularly around planning and logistics, as part of building their long-term capacity and involvement.

11. New and Unfinished Business

a. New item – Consultants Review

Discussion held around what we will be looking for if/when it comes time to ask for an RFP. Need to ensure the ask is obtainable and that we establish a solid Terms of Reference. Group discussion to be added to agenda for November and likely January's meeting.

b. D. Crichton left meeting at 1:54pm.

12. Closed Session

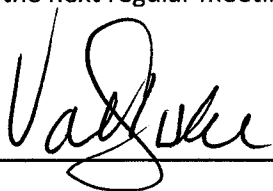
13. Adjournment

a. Consideration of a resolution to adjourn.

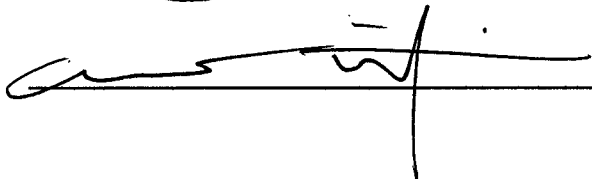
b. Resolution Number 7-09/16/25

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved that the meeting adjourn at 1:55pm and the next regular meeting of the Board will be held on November 11, 2025 at 1:00pm.

CHAIRPERSON:



SECRETARY:



APPROVED: November 11, 2025