

The Township of Muskoka Lakes Public Library Board
MINUTES - REGULAR LIBRARY BOARD MEETING
Tuesday May 13, 2025

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday May 13, 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

Regrets: Barb Bridgeman, Deborah Stokes

1. **Call to order**
 - a. V. Duke called the meeting to order at 1:07pm
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 May 12, 2025.

Resolution Number 1 - 05/13/25

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

4. **Disclosure of Interest**
 - a. None declared
5. **New and Unfinished Business**
 - a. Council report was sent out after board package
 - b. Reformatted CEO Goals sent out prior

- c. Marg wanted to advise next Board Assembly Meeting is May 29th – OLA Board Assembly Meeting

6. Receipt/Adoption of Minutes

- a. Consideration of a resolution to adopt the Library Board minutes for the Regular Meeting April 15, 2025.

Resolution Number 2 - /05/13/25

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

7. Business Arising from the Minutes

- a. Board Plan Checklist discussion

Andrew provided update to board. Looking to reformat and update with current timelines and workflow items. The document is a tool for the CEO to help track items above and beyond the standard agenda/CEO report items. More broadly CEO and Board Goals, Budgets, development, and evaluation timelines.

Action Item: Working on updating the plan for discussion at next meeting.

- b. “How do we stack up” discussion/Annual Survey Update

- Review of materials sent out for Board’s review by V. Duke. Takeaways are that programming is a major attractor to the branch.
- Andrew mentioned the 2024 Annual Survey had been submitted mid-April. Many stats in the doc are pulled from that submission. The results of the surveys are made public annually by the Ministry of Tourism and Culture.

- c. Strategic Plan Links – Update

- As per an item from last meeting, Andrew advised that all strategic plan links and files names have been updated.

- d. Level of Service – Andrew provided an update to the Board re: Levels of Service.

Proposed LOS were presented to Township Council at the end of April during a special meeting. It was determined at that time that Council needed more information as to what the costs would be to reach/maintain the proposed levels of service before agreeing to them. Staff were advised to go back and come up with the capital requirements to reach the LOS. Andrew met with Township Treasurer M. Donaldson that morning for further discussion. For the library, it’s primarily investing in furniture/shelving replacement and/or a major branch renovation/refurbish project to bring up the one service area we’re lacking in. MLPL has been asked to input their capital requirements for the next 10 years to reach/maintain the level.

Discussion held around the need to provide this information to the Township as a separate entity. Andrew's understanding is that this is a guiding/forecasting tool to help Council understand the bigger picture of the cost they are agreeing to, but both sides still have the ability to modify or change. Agreed that looking into a consultant to help in 2026 would be a natural starting point.

Action Item: Andrew will continue to work on that plan to include in the final report for Council and update the board as the process continues.

e. CEO Goals – See CEO Report

CEO Goals presented by Andrew. Roundtable discussion held and feedback offered. In addition to the ones Andrew provided Board input included after hours pickup, expanded outreach, and increase membership. A new goal of increasing Active Users for 2025 to 1800 was added. The Board endorsed the CEO Goals for 2025 and an update will be provided in the fall.

f. Archive Committee update

Update provided on the status and progress of the Archive. Work continues but progress is being made. More to come.

7. Financial

a. April variance report

Question around Cap Funded with Library Reserves items and whether they are contract services. Andrew advised they are the different collection items (Books, A/V, Processing, etc.) and have always been displayed that way.

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

Resolution Number-3- 05/13/25

Moved by M. McIntyre; Seconded by M. Buddo; be it resolved that the March 2025 variance report be accepted as presented.

c. April restricted accounts summary

d. April Scotiabank Statement

e. Jan – March, 2025 Scotiabank GIC Statement

8. Reports

- a. CEO Report – April 12 – May 9, 2025
Andrew provided update. Question surrounding Summer Students and Summer Staff and Andrew advised that there aren't any this year as there is a full complement of staff, but will look into that option next year. It does require some collaboration and support/buy-in from the Township.
- b. Council Report update and discussion provided by Mary Ellen.

9. Policy Development and Review

- a. Policy Review Committee Meeting Minutes – May 6, 2025
- b. GOV-10 Succession Planning
 - Discussion around Township Council's role in appointing members v. the Mayor's.
Discussion re: Third Year mention but determined that process could happen at any time during the Third Year (i.e. in November).
- c. Consideration of a resolution to accept the policy as presented.

Resolution Number-4- 05/13/25

Moved by D. Crichton; Seconded by M. McIntyre; be it resolved the Library Board adopts GOV-10 as presented.

- d. OPHR-07 Working Alone
- e. Consideration of a resolution to accept the policy as amended.

Resolution Number-5 - 05/13/25

Moved by H. Berninger; Seconded by D. Crichton; be it resolved the Library Board adopts OPHR-07 as amended.

- f. OP16 – Library of Things
- g. Consideration of a resolution to accept the policy as presented.

Resolution Number- 6- 05/13/25

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved the Library Board adopts OP16 as presented.

11. Closed Session

12. Adjournment

- a. Consideration of a resolution to adjourn.

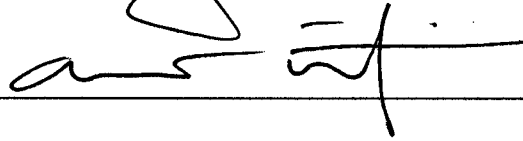
Resolution Number- 7- 05/13/25

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved that the meeting adjourn at 2:47pm and the next regular meeting of the Board will be held on June 10, 2025 at 1:00pm.

CHAIRPERSON:

A handwritten signature in black ink, appearing to be 'Valente', written over a horizontal line.

SECRETARY:

A handwritten signature in black ink, appearing to be 'M. McIntyre', written over a horizontal line.

APPROVED:

06/10/25