

**The Township of Muskoka Lakes Public Library Board**  
**MINUTES - REGULAR LIBRARY BOARD MEETING**  
**January 13, 2026**

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday January 13, 2026 at 1pm at the 1pm at the Norma and Miller Alloway Muskoka Lakes Public Library (Port Carling Branch) of the Muskoka Lakes Public Library system.

**Present:**

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

**Regrets:**

Marg Buddo

1. **Call to order**
  - a. V. Duke called the meeting to order at 1:06pm
  
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 January 13, 2026.

**Resolution Number 1 -01/13/26**

Moved by D. Crichton; Seconded by B. Bridgeman; 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 November 11, 2025.

**Resolution Number 2 -01/13/26**

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

Carried.

**6. Business Arising from the Minutes**

- a. Library Service and Space Review – Proposal for Informal Request – Template and Discussion

Questions arose re: naming convention and if this was a request for quotation or proposal. CEO provided update that, after consultation with Township Treasurer, it is recommended that the Request for Quotation be a Request for Proposal. Next steps will be to re-draft the document and incorporate some suggested changes, for discussion, and hopeful approval, at the February board meeting.

CEO will rewrite sections to include a focus on understanding of the future role/presence of the public library and how that will impact a community and system like Muskoka Lakes. Ensure that understanding is reflected in evaluation of proposal criteria.

The Board expressed a desire to review the proposals once submitted and score them.

Tentative timeline would be approval of RFP at Feb meeting, posting of that RFP for submission by Mid-Feb, review of proposals by early March, for award of contract at the March meeting or special meeting later in the month.

**7. Financial**

- a. November 2025 Variance Report

**Resolution Number 3-01/13/26**

Moved by C. Crichton; Seconded by B. Bridgeman; be it resolved that the November 2025 variance report be accepted as presented.

Carried.

- b. November 2025 Restricted Accounts
- c. November 2025 Scotiabank Statement
- d. December 2025 Variance Report

**Resolution Number 4-01/13/26**

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved that the December variance report be accepted as presented.

Carried.

- e. December 2025 Restricted Accounts
- f. December 2025 Scotiabank Statement

**8. Reports**

- a. CEO Report – November – December – 2025

CEO also provided verbal update on Community Fridge project and where that is at. MOU currently out for review by Food Bank, logistics still being determined, and hopefully an MOU will be at the next meeting.

**9. Policy Development and Review**

- a. Policy Committee Minutes – January 6, 2026
- b. OP23 – Procurement of Goods and Services

Discussion held around comfort level with amounts, as well as clarifying when Board approval is needed. Decided to amend Section C Part iii. To be amended to remove the \$24,999 amount and request that all purchases over \$10,000 go to the Board for approval.

**Resolution Number-5- 01/13/26**

Moved by H. Berninger; Seconded by D. Stokes; be it resolved the Library Board adopts OP-23 – Procurement of Goods and Services as amended. Carried.

- c. OP30 – Friends of the Library

CEO let the Board know that this document will be shared with the Friends at their spring AGM and will encourage/invite any feedback or changes.

**Resolution Number-6- 01/13/26**

Moved by M. McIntyre; Seconded by D. Crichton; be it resolved the Library Board adopts OP-30 – Friends of the Library as presented. Carried.

d. GOV-04 – Board/CEO Partnership

Update Appendix A. Based on discussion/resolution from earlier in the meeting (9b.) Change the Appendix A spending thresholds to match. Procurement change CEO from 24,999 to 9,999 and Board to 10,000 or greater.

**Resolution Number-7- 01/13/26**

Moved by B. Bridgeman; Seconded by D. Crichton; be it resolved the Library Board adopts GOV-04 – Board/CEO Partnership as amended.

Carried.

e. OP13 – Fee Schedule

CEO provided update to the 2026 Fee Schedule, including removal of fees for scanning, addition of fees for laminating and button making, and streamlining the faxing fees.

**Resolution Number-8- 01/13/26**

Moved by M. McIntyre; Seconded by D. Stokes; be it resolved the Library Board adopts OP-13 – Fee Schedule as presented. Carried.

**10. New and Unfinished Business**

a. Year 3 Board Evaluation / Year 4 Board Workplan Review

Agreed to forgo Evaluation for Year 3 and instead do a Term review to be sent out in October 2026 and reviewed in November 2026

CEO to add that into Year 4 Workplan.

b. Pricing on receipts

CEO will continue to explore options. Appeared to be a desire to explore indicating a “total” amount saved (possibly just for a month once a year) vs. a total cost of each individual item on the receipt.

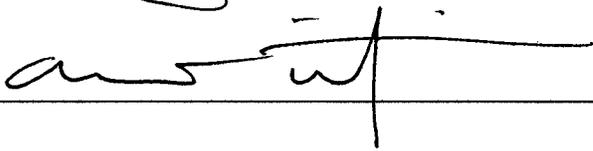
**11. Closed Session**

**12. Adjournment**

**Resolution Number 9-01/13/26**

Moved by H. Berninger; seconded by D. Stokes: be it resolved that the meeting adjourn at 2:50pm and the next regular meeting of the Board will be held on Tuesday, February 10, 2026 at at 1:00 p.m.

CHAIRPERSON: 

SECRETARY 

APPROVED: 02.10.2026