

The Township of Muskoka Lakes Public Library Board
MINUTES- REGULAR LIBRARY BOARD MEETING
Tuesday April 15, 2025

A Regular Meeting of The Township of Muskoka Lakes Public Library Board will be held on Tuesday, April 15th, 2024 at 1:00 p. m. at the Norma and Miller Alloway (Port Carling) Library.

PRESENT:

Heidi Berninger
Barb Bridgeman
Marg Buddo
Doug Crichton (Via Zoom)
Valerie Duke – Board Chair
Deborah Stokes
Mary Ellen McIntyre – Councillor
Andrew Whitfield-CEO, Secretary/Treasurer

1. Call to order
 - a. V. Duke called the meeting to order at 1:01pm
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 April 15, 2024.

Resolution Number 1 - 04/15/25

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

Carried.

4. Disclosure of Interest
None declared
5. New and Unfinished Business

- a. Mural presentation – Tina Kilborne (District of Muskoka / Idea Advisory Group), Jim Bravo (Artist), James Cox (Township of Muskoka Lakes).

A virtual presentation was made by T. Kilborne and J. Bravo outlining the plan/elements, and locations, for three murals at the Port Carling library. The plan is to utilize a wall in the children's area, lower level staff work room entrance, and the upper level above display case and create three unique, but related, murals. Initial thoughts are rock, water, and paths. Work would be done by Jim and local artist Steph Schofield with input and guidance for Christopher Stock, a fifth-generation member of Wahta Mohawk Territory near Bala, Ontario.

Board members asked questions re: timelines, concepts and plans, and next steps The Board will be updated as the plan progresses with Council making a decision at their May 14th meeting. Asked for, potentially, one mural dealing with "dark sky" initiative. Also encouraged to focus on the "IDEA" of the IAG. Inclusion, Diversity, Equity, Anti-Racism or Anti-Hate. Work expected to begin Early June and estimated time for completion would be ~1 month. Timeline, and logistics to be worked out with Library staff. Andrew to look into ownership and possible use of the images.

- b. Consideration of a resolution to support the concept, locations, and process for murals at the Port Carling Library as presented by Tina Kilborne and Jim Bravo on behalf of the IDEA Advisory Group (IAG).

Resolution Number 2 - 04/15/25

Moved by M. Buddo; Seconded by M. McIntyre; Be it resolved the Board supports the concept, locations, and process for murals at the Port Carling Library as presented by Tina Kilborne and Jim Bravo on behalf of the IDEA Advisory Group (IAG).

Carried.

6. Receipt/Adoption of Minutes

- a. Consideration of a resolution to adopt the Library Board minutes for the Regular Meeting February 10, 2025

Resolution Number 3 - 04/15/25

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

7. Business Arising from the Minutes

- a. Strategic Plan
Update – Provided by Andrew re: Strat plan response.

Action item: Andrew to look into where old versions of start plan are/ensure files names are up to date.

b. Level of Service

Andrew provided update on proposed TLOS that will be presented to Council at the end of April. Led to a brief discussion on state of library collections, furnishings, tech, etc. D. Crichton had questions about VR and plans for expanding collection areas. Currently in the works.

C. VOLT survey update/Annual Survey

Update provided. Work continues and will be finished by the end of the month on the Annual Survey for sure. Andrew and Val will be working to update data in the Board created "How do we stack up" documents for comparisons with similar sized library systems as well as other Muskoka systems.

Action Item –Val will send a link out to the "How do we Stack up" for review and more info will be provided at the next meeting.

d. Archives Committee – Update (Minutes Attached – April 7, 2025)

Update provided to the Board on the work done by the committee thus far. Review of holdings, development of processes, and a clearer definition of our mandate/goal of this initiative are all still being discussed and worked on. More updates to come.

e. Board Evaluation

Update provided by H. Berninger on the results of the Board evaluation. No concerns raised. Participation of CEO was acknowledged.

Action Item: Link to be provided to Board members to review non-confidential results.

8. Financial

a. February variance report

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

Resolution Number-4- 04/15/25

Moved by B. Bridgeman; Seconded by D. Stokes; be it resolved that the February 2025 variance report be accepted as presented.

Carried

c. February restricted accounts summary

d. February Scotiabank Statement

e. March Variance report

B. Bridgeman raised a question re: conference fee spending. Andrew explained a large percentage was spent for staff to attend the OLA conference in January.

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

Resolution Number-5- 04/15/25

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

Carried

- g. March restricted accounts summary
- h. March Scotiabank Statement
- i. Scotiabank GIC Statement

9. Reports

- a. Council Report – February/March 2025
- b. CEO Report – February 8 – April 11, 2025

10. Policy Development and Review

- a. Policy Review Committee Meeting Minutes – February 27, 2025
- b. GF-01 – Mission Statement
Discussion held around moving out “Will” from the Mission statement and keeping it more present.
- c. Consideration of a resolution to accept the policy as presented.

Resolution Number-6- 04/15/25

Moved by D. Crichton; Seconded by B. Bridgeman; be it resolved the Library Board adopts GF-01 as presented.

Carried.

- d. GF-02 – Vision Statement
- e. Consideration of a resolution to accept the policy as presented.

Resolution Number-7- 04/15/25

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved the Library Board adopts GF-02 as presented.

Carried.

- f. GOV-03 – Statement of Values
- g. Consideration of a resolution to accept the policy as presented.

Resolution Number-8- 04/15/25

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved the Library Board adopts GOV-03 as presented.

Carried.

- h. OPHR-05 - Vulnerable Sector Checks
- i. Consideration of a resolution to accept the policy as presented.

Resolution Number-9- 04/15/25

Moved by M. McIntyre; Seconded by H. Berninger; be it resolved the Library Board adopts OPHR-05 as presented.

Carried.

- j. OPHR-02 – Human Resource Management
- k. Consideration of a resolution to accept the policy as amended.

Resolution Number-10- 04/15/25

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved the Library Board adopts OPHR-02 as amended.

Carried.

- l. OP-11 – Room Rental
- m. Consideration of a resolution to accept the policy as amended.

Resolution Number-11- 04/15/25

Moved by D. Crichton; Seconded by H. Berninger; be it resolved the Library Board adopts OP-11 as amended.

Carried.

11. Closed Session

12. New and Unfinished Business:

- a. Discussion held around CEO goals.
Action Item: Andrew to bring back CEO Goals for discussion for next meeting.

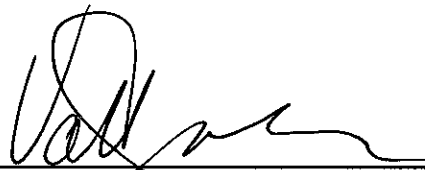
13. Adjournment

- a. Consideration of a resolution to adjourn.

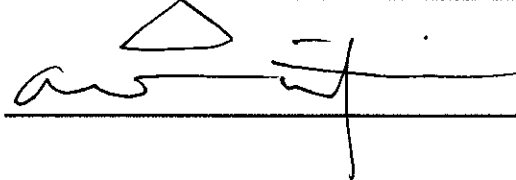
Resolution Number 12 – 04/15/25

Moved by H. Berninger; Seconded by D. Crichton: be it resolved that the meeting adjourn at 3:34pm and the next regular meeting of the Board will be held on May 13, 2025 at 1:00 p.m.

CHAIRPERSON:



SECRETARY:



APPROVED:

05/13/25
