

The Township of Muskoka Lakes Public Library Board
MINUTES - REGULAR LIBRARY BOARD MEETING
Tuesday June 10, 2025

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday June 10, 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
Barb Bridgeman
Deborah Stokes

Regrets: None

01. Call to order

- a. V. Duke called the meeting to order at 1:05pm

02. 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 now includes the Wahta Mohawks Nation and communities of the Metis Nation of Ontario. Under the One Dish with One Spoon Treaty the Haudenosanee, Confederacy and the Anishinabe peoples agreed to share and care for this territory for the benefit of future generations. We acknowledge their stewardship throughout the ages.

03. Disclosure of Interest

- a. None declared

04. Adoption of Agenda

- a. Consideration of a resolution to adopt the Library Board agenda dated June 10, 2025.

Resolution Number 1 – 06/10/25

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

05. Receipt/Adoption of Minutes

- a. Regular Meeting – May 13, 2025

Amendments to minutes. Change “Agenda” to minutes, removed typo to 6a.

- b. Consideration of a resolution to adopt the Library Board minutes for the Regular Meeting held May 13, 2025 as amended.

Resolution Number 2 – 06/10/25

Moved by M. Buddo; Seconded by B. Bridgeman; be it resolved that the Library Board agenda be adopted as amended. Carried.

06. Business Arising from the Minutes

- a. Board Plan Checklist discussion/MOU Review -

Andrew went over the board plan checklist. Members offered input and asked for some items to be removed or moved around. Andrew will rework and update. MOU was also shared and Andrew asked the Board to review over the summer.

- b. Levels of Service/Capital Asset Management Update

Update provided by Andrew. Will be presenting to Council on June 23rd with the capital requirements to get our Levels of Service to their target range. Also updated discussion with consultant in regards to a Master Plan, or other type of service review. More details to come after the June 23rd meeting.

07. Financial

- a. May variance report (not showing all expenses for May at this time due)

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

Resolution Number-3- 06/10/25

Moved by D. Crichton; Seconded by M. Buddo; be it resolved that the May 2025 variance report be accepted as presented. Carried.

- c. May restricted accounts summary (only showing donations received at this time)

- d. May Scotiabank Statement

08. Reports

- a. CEO Report – May 2025

Andrew provided some commentary on his report. Big month for programming. Some of the stats should also look a little different in the coming months as numbers and reports continue to get refined.

- b. Council Report – May 2025

None this month. Andrew will send out link to council/committee highlights.

09. Policy Development and Review

- a. Policy Review Committee Meeting Minutes – June 3, 2025
- b. GF-04 – Intellectual Freedom
Discussion held around ensuring that new, or prospective board members, are aware of the values they should be upholding and promoting. Ongoing discussion to be had. Policy to also include user code of conduct and room rental policy as references.
- c. Consideration of a resolution to accept the policy as amended.

Resolution Number-4- 06/10/25

Moved by B. Bridgeman; Seconded by M. McIntyre; be it resolved the Library Board adopts GF-04 as amended. Carried.

- d. GF-05 – Respect and Acknowledgement Declaration and Indigenous Peoples
- e. Consideration of a resolution to accept the policy as presented.

Resolution Number-5- 06/10/25

Moved by D. Crichton; Seconded by M. McIntyre; be it resolved the Library Board adopts GF-05 as presented. Carried.

- f. GF-07 – Equity, Diversity and Inclusion
- g. Consideration of a resolution to accept the policy as amended.

Resolution Number- 6- 06/10/25

Moved by B. Bridgeman; Seconded by M. McIntyre; be it resolved the Library Board adopts GF-07 as amended. Carried.

- h. Updated Library of Things Waiver
Andrew showed member the updated waiver policy approved by the Township lawyer. Library of things collection should be up and running by July.

10. New and Unfinished Business

- a. August special meeting (Budget prep)
Discussion held around holding a special budget meeting in August. Andrew will send out tentative dates to the board.
- b. Archive committee update
 - An update was shared by the committee. The website was reviewed. Work continues on policy, accession, and other matters.

c. Mural update

The mural painting has begun. Update provided on status and timelines. Artist will be looking for Board input on the quotes that are to be used.

11. Closed Session

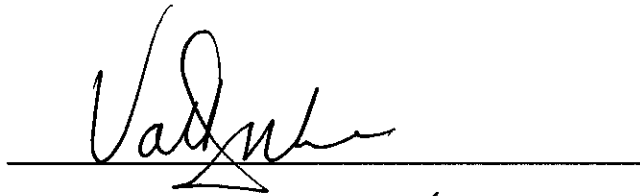
12. Adjournment

a. Consideration of a resolution to adjourn.

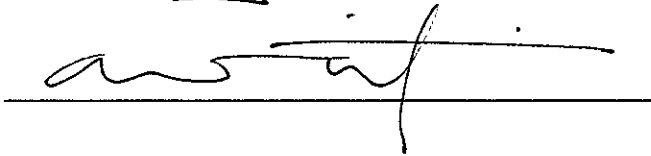
Resolution Number- 7- 06/10/25

Moved by H. Berninger; Seconded by D. Stokes; be it resolved that the meeting adjourn at 2:47pm and the next regular meeting of the Board will be held on September 9, 2025 at 1:00pm.

CHAIRPERSON:

A handwritten signature in black ink, appearing to read "Vadner", is written over a horizontal line.

SECRETARY:

A handwritten signature in black ink, appearing to read "Stokes", is written over a horizontal line.

APPROVED: September 16, 2026