

**The Township of Muskoka Lakes Public Library Board
MINUTES - REGULAR LIBRARY BOARD MEETING
Tuesday November 12, 2024**

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday November 12, 2024 at 1pm at the Port Carling Branch of the Muskoka Lakes Public Library.

PRESENT:

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

1. Call to order

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

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 as amended dated November 12, 2024.

Resolution Number-1-11/12/24

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

Carried.

4. Disclosure of Interest

- a. None declared

5. Receipt/Adoption of Minutes

- a. Consideration of a resolution to adopt the Library Board minutes as amended for the Regular Meeting October 15, 2024.

Resolution Number-2-11/12/24

Moved by M. Buddo; Seconded by B. Bridgeman; be it resolved that the Library Board minutes for the meeting held on October 15, 2024 be adopted as amended.

Carried.

6. Business Arising from the Minutes

- a. Strategic Planning Committee Update
 - Update provided by committee on status of strat plan development. Working doc will be shared with board members and staff for input with a tentative final draft to be reviewed at the January meeting.
- b. TLOS Update/Service Level Assessment
 - Update provided by CEO on status/current service level indicators.
- c. Budget process update
 - Update provided by CEO on budget process. Special TML meeting on November 19th with tentative final approval of budget slated for December.

7. Financial

- a. October Variance Reports
- b. October Restricted Accounts Summary
- c. October Scotiabank Statement
- d. July – Sept, 2024 Investment Statement

- e. Consideration of a resolution to accept the October financial statements as presented.

Resolution Number-3-11/12/24

Moved by D. Crichton; Seconded by M. Buddo; be it resolved that the financial statements for October be accepted as presented.

Carried.

8. Reports

- a. Council Report – October 2024
- b. CEO Report – October 11 – Nov 8, 2024 – Review of Yoto players, discussion on new programs.

9. Policy Development and Review

- a. Policy Review Committee Meeting Minutes – November 6, 2024
- b. Consideration of a resolution to accept the meeting minutes as presented.

Resolution Number-4-11/12/24

Moved by H. Berninger; Seconded by D. Stokes; be it resolved the Library board adopts the minutes for the meeting held on November 6, 2024.

Carried.

- c. OPHR-06 Workplace Discrimination and Harassment
- d. Consideration of a resolution to accept the policy as presented.

Resolution Number-5-11/12/24

Moved by M. McIntyre; Seconded by B. Bridgeman; be it resolved the Library Board adopts OPHR-06 as presented.

Carried.

- e. OPHR-08 Prevention of Workplace Violence
- f. Consideration of a resolution to accept the policy as presented.

Resolution Number-6-11/12/24

Moved by H. Berninger; Seconded by D. Crichton; be it resolved that the Library Board adopts OPHR-08 as presented.

Carried.

- g. OP04 Circulation
- h. Consideration of a resolution to accept the policy as presented.

Resolution Number-7-11/12/24

Moved by M. McIntyre; Seconded by B. Bridgeman; be it resolved the Library Board adopts OP04 as presented.

Carried.

- i. OP29 Smudging
- j. Consideration of a resolution to accept the policy as presented.

Resolution Number-8-11/12/24

Moved by M. McIntyre; Seconded by H. Berninger; be it resolved the Library Board adopts OP29 as presented.

Carried.

10. New and Unfinished Business

- a. 2025 Board Meeting Dates – Discussion held around tentative board meeting dates for 2025. They are:

Jan	14	July	No Meeting
Feb	17 11	August	No Meeting
March	No Meeting	September	9
April	15	October	14
May	13	November	11
June	10	December	No Meeting

- b. VOLT Survey discussion – More information to be shared with board and discussed further at the January meeting.
- c. Discussion held around Board and policy development. Continuing to work on policies and procedures as per OLS best practices.

11. Closed Session

- a. None

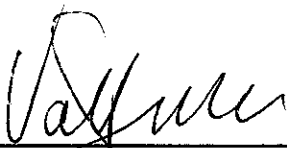
12. Adjournment

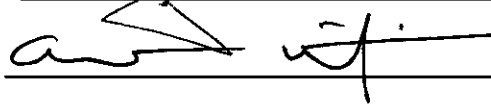
- a. Consideration of a resolution to adjourn.

Resolution Number 9 – 11/12/24

Moved by H. Berninger; Seconded by D. Stokes: be it resolved that the meeting adjourn at 2:15 p.m. and the next regular meeting of the Board will be held on Tuesday, January 14 at 1:00 p.m.

Carried.

CHAIRPERSON: 

SECRETARY: 

APPROVED: 01/14/25