

**The Township of Muskoka Lakes Public Library Board
MINUTES - REGULAR LIBRARY BOARD MEETING
Tuesday September 10, 2024**

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday, September 10, 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 (Virtual)
Deborah Stokes
Andrew Whitfield - CEO, Secretary/Treasurer

REGRETS:

Barb Bridgeman

1. Call to order

- a. a. V. Duke called the meeting to order at 1:02 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 dated September 10, 2024.

Resolution Number-1-09/10/24

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

Carried.

4. Disclosure of Interest

- a. None declared

5. Receipt/Adoption of Minutes

- a. Consideration of a resolution to adopt the Library Board minutes for the meeting held on Tuesday June 11, 2024.

Resolution Number-2-09/10/24

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Tuesday April 16, 2024 be adopted.

Carried.

6. Business Arising from the Minutes

- a. BDO Engagement Review – DRAFT – Discussion with Deputy Treasurer Marilyn Jeffery
 - Update provided by Dept. Treasurer on the 2023 Engagement Process. Questions posed by Board Members re: Collections, Reserves, and Capital. CEO and Treasury to continue to work together to develop processes.

- b. MLPL Strategic Plan Review and discussion
 - Meeting of Strategic Plan committee set for end of September (and continuing through the fall/winter). Board to advise CEO of any updates.

- c. Streaming Services and FOPL Update
 - Update provided to the board by CEO on FOPLs advocacy work. None on streaming. D. Stokes and CEO to work together to do some outreach to content providers.

7. Financial

- a. June, July, August Budget Variance Reports
- b. June, July, August 2024 Restricted Account Summary
- c. June, July, August 2024 Scotiabank Statements
- d. April 1 – June 30 2024 Scotiabank Investment Summary

- Reviewd. CEO to report back on discrepancy between June and July “Labour” line.

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

Resolution Number-3-09/10/24

Moved by M. Buddo; Seconded by M. McIntyre; be it resolved that the financial statements for June be accepted as presented.

Carried.

Resolution Number-4-09/10/24

Moved by H. Berninger; Seconded by D. Crichton; be it resolved that the financial statements for July be accepted as presented.

Carried.

8. Reports

- a. Council Report – June 2024
- b. Council Report – August 2024
- b. CEO Report

- Reviewed and updates provided. Discussion on Council reports re: Service level assessment and ensuring broad reach of residents. Board members commented on hearing good things about the class visits.

9. Policy Development and Review

- a. Policy Review Committee Meeting Minutes – August 28, 2024

Resolution Number-5-09/10/24

Moved by D. Crichton; Seconded by H. Berninger; be it resolved the Library board adopts the minutes for the meeting held on August 28, 2024.

Carried.

- b. OP-29 – Smudging

Change of some wording from specific time frames (2 weeks) to “When possible.”
CEO to send to OLS and other local Indigenous groups for review.

Resolution Number-6-09/10/24

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved the Library board approve Policy OP-29 Smudging as amended.

Carried.

- c. GOVBL-01 Board Bylaws

Resolution Number-7-09/10/24

Moved by D. Crichton; Seconded by D. Stokes; be it resolved the Library board approve GOVBL-1 Board Bylaws.

Carried.

10. New and Unfinished Business

- a. Giving Tree Name Engraving – CEO provided update on library member who offered service to engrave names. CEO to explore further and provide update.
- b. Address Verification Form Discussion – CEO given direction to explore further.
- c. Fall/Winter Special Projects – Update provided by CEO on book locker and short story contest programs.
- d. Door Counter and Debit machine update – Update provided on use
- e. Capital and Operational Budget discussion – CEO to work on draft budgets for board to review week of Sept. 16 with input continuing until Oct. 22 special budget meeting.
- f. Domain/E-mail address change – Update provided by CEO on domain change and update. Ongoing.

11. Closed Session

12. Adjournment

- a. Resolution to adjourn

Resolution Number 8 – 09/10/24

Moved by H. Berninger; Seconded by D. Crichton: be it resolved that the meeting adjourn at 3:05 p.m. and the next regular meeting of the Board will be held on Tuesday, October 15, 2024 at 1:00 p.m.

Carried.

CHAIRPERSON:



SECRETARY



APPROVED:

10.15.2024