

**The Township of Muskoka Lakes Public Library Board**  
**MINUTES - REGULAR LIBRARY BOARD MEETING**  
**Tuesday May 14, 2024**

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday, Tuesday May 14<sup>th</sup> at the Bala 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 1:01 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 May 14, 2024.

**Resolution Number-1-05/14/24**

Moved by H. Berninger; Seconded by B. Bridgeman; 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 April 16, 2024.

**Resolution Number-2-05/14/24**

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

Carried.

## **6. Business Arising from the Minutes**

- a. Archive Room Naming
  - Discussion had re: plans and timelines
- b. Meeting Room insurance requirements
  - Discussions and planning ongoing. Defer to next meeting.
- c. Strategic Plan
  - Committee to reconvene and meet in July. CEO to provide update on training provided during Township Strategic planning

## **7. Financial**

- a. April 2024 Budget Variance Reports
- b. April 2024 Restricted Donations
- c. April 2024 Scotiabank Statements
- d. Jan – March 2024 Investment Account Statement
  - Reviewed
  
- e. Consideration of a resolution to accept the financial statements as presented.

### **Resolution Number-3-05/14/24**

Moved by B. Bridgeman; Seconded by M. McIntyre; be it resolved that the financial statements be accepted as presented.

Carried.

## **8. Reports**

- a. Council Report
- b. CEO Report
  
- Reviewed

## **9. Policy Development and Review**

- a. Policy Review Committee Meeting Minutes – May 10, 2024

### **Resolution Number-4-05/14/24**

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved the Library board adopts the minutes for the meeting held on May 10, 2024.

Carried.

- b. OP-05 – User Membership

### **Resolution Number-5-05/14/24**

Moved by D. Crichton; Seconded by H. Berninger; be it resolved that the Library board approve Policy OP-05 User Membership as amended.

Carried.

- c. OP-04 –Circulation

**Resolution Number-6-05/14/24**

Moved by H. Berninger; Seconded by M. McIntyre; be it resolved that the Library board approve Policy OP-04 Circulation as amended.

Carried.

- d. OP-27 Records Retention Schedule

**Resolution Number-7-05/14/24**

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved that the Library board approve Policy OP-27 Records Retention Schedule as amended.

Carried.

**10. New and Unfinished Business**

- a. Capital planning
  - Update provided on Township capital planning. CEO to meet with Township staff and discuss with the board.
- b. VOLT Toolkit Update
  - Discussion held around how to best utilize this toolkit to show our impact in the community. CEO will continue to compile.
- c. OLS Board Assembly Meeting Update (OLS)
  - Update provided by M. Buddo
- d. Library Book Sale
  - Update given on book sale being held May 31 – June 8

**11. Closed Session**

- a. None

**12. Adjournment**

- a. Consideration of a resolution to adjourn.

**Resolution Number 8 – 05/14/24**


Moved by H. Berninger; Seconded by D. Crichton: be it resolved that the meeting adjourn at 2:44 p.m. and the next regular meeting of the Board will be held on Tuesday, June 11, 2024 at 1:00 p.m.

Carried.

CHAIRPERSON:

  
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SECRETARY

  
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APPROVED:

06/12/24  
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