

**THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD**  
**MINUTES - OF THE REGULAR MEETING**  
**Tuesday, December 19, 2023**

A Regular Meeting of the Library Board was held on Tuesday, December 19, 2023, at 1:00 p. m. at the Norma and Miller Alloway Library, Port Carling, Ontario.

**PRESENT:**

Heidi Berninger  
Barb Bridgeman  
Marg Buddo  
Doug Crichton  
Valerie Duke  
Deborah Stokes  
Cathy Duck-Outgoing CEO, Secretary/Treasurer  
Andrew Whitfield – Incoming CEO, Secretary/Treasurer

**ABSENT:**

Mary Ellen McIntyre – Councillor

**1. Call to Order**

a. V. Duke called the meeting to order at 1:09pm

**2. Respect and Acknowledgement Declaration**

“The Muskoka Lakes Public Library acknowledges that these lands 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 December 19, 2023.

**Resolution Number 1-12/19/23**

Moved by B. Bridgeman; Seconded by H. Berninger; 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, November 14, 2023.

**Resolution Number 2-12/19/23**

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Tuesday November 14, 2023 be adopted as amended.

Carried.

**6. Business Arising from the Minutes**

- a. None

**7. Financial**

- a. Budget Variance Expense Report
  - Reviewed.

**Resolution Number 3-12/19/23**

Moved by B. Bridgeman; Seconded by H. Berninger to accept the report as presented.

Carried.

**8. Reports**

- a. CEO
  - Reviewed.
  
- b. Council representative
  - M. McIntyre provided the following attached report.

**9. Administrative Issues**

- a. Custodian Contract
  - C. Duck discussed the circumstances regarding the custodian contract. Contract will be reviewed and updated in January 2024.
  
- b. Consideration of a resolution to allocate funds for the requested increase in the hourly rate for cleaning services.

**Resolution Number 4-12/19/23**

Moved by D. Crichton; Seconded by H. Berninger to increase the hourly wage for cleaning services.

Carried.

**10. Policy Development and Review**

Policy/Plan –

- a. Policy Review Committee Meeting Minutes – December 12, 2023 were reviewed.
  
- b. OP-25 General Gift Acceptance

**Resolution Number 5-12/19/23**

Moved by D. Crichton; Seconded by B. Bridgeman: be it resolved that the Library Board adopt the policy General Gift Acceptance.

Carried.

- c. OP-03 Protection of Privacy, Access to Information and Messages under Canada's Anti-SPAM Legislation

**Resolution Number 6-12/19/23**

Moved by D. Crichton ; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy Protection of Privacy, Access to Information and Messages under Canada's Anti-SPAM Legislation.

Carried.

**11. New and Unfinished Business**

- a. Schedules set for 2024 Library Board Meetings @ 1pm

- Tuesday January 16, 2024
- Tuesday February 13, 2024
- March – No Meeting
- Tuesday April 9, 2024
- Tuesday May 14, 2024
- Tuesday June 11, 2024
- July – No Meeting
- Tuesday August 13, 2024
- Tuesday September 10, 2024
- Tuesday October 15, 2024
- Tuesday November 12, 2024
- December – No Meeting

**12. Closed Session**

- a. None

**13. Adjournment**

- a. Consideration of a resolution to adjourn.

**Resolution Number 7 – 12/19/23**


Moved by H. Berninger; Seconded by D. Stokes: be it resolved that the meeting adjourn at 2:21 p.m.

Carried.

CHAIRPERSON:



SECRETARY



APPROVED:

01.16.24