

**THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD**  
**MINUTES - OF THE REGULAR MEETING**  
***Tuesday, November 14, 2023***

A Regular Meeting of the Library Board was held on Tuesday, November 14, 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  
Mary Ellen McIntyre – Councillor  
Deborah Stokes  
Cathy Duck-CEO, Secretary/Treasurer

**1. Call to Order**

- a. V. Duke called the meeting to order at 1:14 p.m.

**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 November 14, 2023.

**Resolution Number 1-11/14/23**

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, October 10, 2023.

**Resolution Number 2-11/14/23**

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Tuesday, October 10, 2023 be adopted as amended.

Carried.

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

- a. None

## **7. Financial**

- a. Budget Variance Expense Report  
- Reviewed.

### **Resolution Number 3-11/14/23**

Moved by H. Berninger; Seconded by D. Crichton to accept the report as presented.

Carried.

- b. 2024 Budget  
-Reviewed.

### **Resolution Number 4-11/14/23**

Moved by B. Bridgeman; Seconded by D. Crichton that the Library Board approve the proposed 2024 budget. .

Carried.

## **8. Reports**

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

## **9. Administrative Issues**

- a. None

## **10. Policy Development and Review**

Policy/Plan –

- a. OPHR-01 Holiday Closures

### **Resolution Number 5-11/14/23**

Moved by M. McIntyre; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy Holiday Closures.

Carried.

- b. OPHR-06 Workplace Discrimination and Harassment

### **Resolution Number 6-11/14/23**

Moved by B. Bridgeman; Seconded by D. Crichton: be it resolved that the Library Board adopt the policy Workplace Discrimination and Harassment as amended.

Carried.

- c. OPHR-08 Prevention of Workplace Violence  
**Resolution Number 7-11/14/23**  
Moved by H. Berninger; Seconded by M. McIntyre: be it resolved that the Library Board adopt the policy Prevention of Workplace Violence as amended.  
  
Carried.
- d. OP-03 Protection of Privacy, Access to Information and Messages under CASL  
-Deferred to January.
- e. OP-07 User Complaint  
**Resolution Number 8-11/14/23**  
Moved by H. Berninger; Seconded by D. Crichton: be it resolved that the Library Board adopt the policy User Complaint.  
  
Carried.
- f. OP-23 Procurement of Goods and Services (Purchasing)  
**Resolution Number 9-11/14/23**  
Moved by B. Bridgeman; Seconded by M. McIntyre: be it resolved that the Library Board adopt the policy Procurement of Goods and Services (Purchasing).  
  
Carried.

### **11. New and Unfinished Business**

- a. M. Buddo will be attending the Library Board Assembly Meeting.

### **12. Closed Session**

- a. Consideration of a resolution to move in-camera.

#### **Resolution Number 10-11/14/2023**

Moved by H. Berninger; Seconded by D. Crichton; be it resolved that the Muskoka Lakes Public Library Board moves in-camera at 2:26 p.m. for personal matters about an identifiable individual; pursuant to Section 16.1 of the Public Libraries Act, as revised in 2002. V. Duke as recording secretary.

Carried

Consideration of a resolution to move out of camera.

#### **Resolution Number 11-11/14/2023**

Moved by H. Berninger; Seconded by D. Stokes; be it resolved that the Muskoka Lakes Public Library Board moves out of camera at 2:31 p.m.

Carried

Upon moving out of camera the Board did "Rise and with no report

**13. Adjournment**

a. Consideration of a resolution to adjourn.

**Resolution Number 12 – 11/14/23**

Moved by D. Crichton; Seconded by H. Berninger: be it resolved that the meeting adjourn at 2:32 p.m.

Carried.

**CHAIRPERSON:**

  
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**SECRETARY**

  
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**APPROVED:**

  
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