

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Monday, September 11, 2023

A Regular Meeting of the Library Board was held on Monday, September 11, 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

GUEST:

Mark Donaldson - Director of Finance

1. Call to Order

- a. V. Duke called the meeting to order at 12:58 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 September 11, 2023.

Resolution Number 1-09/11/23

Moved by B. Bridgeman; 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. Administrative Issues

- a. Memorandum of Understanding – M. Donaldson, Director of Finance, Township of Muskoka Lakes and Library Board MOU committee – B. Bridgeman and D. Crichton.
The draft MOU was reviewed and a few minor changes/additions were made.
Consideration of a resolution to accept the draft MOU as amended with the next step being presentation to Council for approval.

Resolution Number 2-09/11/23

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the draft MOU be adopted as amended.

Carried.

6. Receipt/Adoption of Minutes

- a. Consideration of a resolution to adopt the Library Board minutes for the meeting held on Tuesday, August 15, 2023.

Resolution Number 3-09/11/23

Moved by D. Crichton; Seconded by M. Buddo; be it resolved that the Library Board minutes for the meeting held on Tuesday, August 15, 2023 be adopted.

Carried.

7. Business Arising from the Minutes

- a. None

8. Financial

- a. Budget Variance Expense Report
- Reviewed.

Resolution Number 4-09/11/23

Moved by B. Bridgeman; Seconded by M. McIntyre to accept the report as presented.

Carried.

9. Reports

- a. CEO
Reviewed.

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

10. Policy Development and Review

- Policy/Plan –
 - a. OP-06 Supervision of Children

Resolution Number 5-09/11/23

Moved by B. Bridgeman; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy Supervision of Children.

Carried.

- b. OPHR-02 Human Resource Management

Resolution Number 6-09/11/23

Moved by D. Crichton; Seconded by M. McIntyre: be it resolved that the Library Board adopt the policy Human Resource Management.

Carried.

- c. OPHR-03 Staff Development and Performance Appraisal

Resolution Number 7-09/11/23

Moved by B. Bridgeman; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy Staff Development and Performance Appraisal.

Carried.

- d. OPHR-09 Volunteer Program

Resolution Number 8-09/11/23

Moved by D. Crichton; Seconded by H. Berninger: be it resolved that the Library Board adopt the policy Volunteer Program as amended.

Carried.

11. New and Unfinished Business

- a. Succession Planning Committee update
- Committee reported on progress to date.

- b. Community Needs Survey
- Reviewed

- b. P. Malcolm Retirement

-M. Buddo advised the Board that Peggy Malcolm is retiring after 33 years as a consultant with the Southern Ontario Library Service and then Ontario Library Service.

12. Closed Session

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

Resolution Number 9-09/11/2023

Moved by H. Berninger; Seconded by D. Crichton; be it resolved that the Muskoka Lakes Public Library Board moves in-camera at 2:40 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 10-09/11/2023

Moved by B. Bridgeman; Seconded by D. Crichton; be it resolved that the Muskoka Lakes Public Library Board moves out of camera at 3:36 p.m.

Carried

Upon moving out of camera the Board did "Rise and report".

Resolution Number 11-09/11/23

Moved by B. Bridgeman; Seconded by H. Berninger: be it resolved that the Library Board accept the recommendation made by the Succession Planning Committee with regards to the CEO position.

Carried.

13. Adjournment

a. Consideration of a resolution to adjourn.

Resolution Number 12 – 09/11/23

Moved by H. Berninger; Seconded by D. Crichton: be it resolved that the meeting adjourn at 3:38 p.m. and the next regular meeting of the Board will be held on Tuesday, October 10, 2023 at 1:00 p.m.

Carried.

CHAIRPERSON:

Valerie

SECRETARY

Cathy Duck

APPROVED:

Oct. 10/23