

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Tuesday, December 15, 2020

A Regular Meeting of the Library Board was held virtually via Zoom on Tuesday, December 15, 2020, at 1:00 p. m.

PRESENT:

Kim Alexander
Heidi Berninger – Vice-Chairperson
Barb Bridgeman – Councillor
Marg Buddo
Valerie Duke – Chairperson
Donelda Hayes – Councillor
Cathy Duck-CEO, Secretary/Treasurer

1. Call to Order

- 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 December 15, 2020.

Resolution Number 1-12/15/20

Moved by B. Bridgeman; Seconded by M. Buddo; 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 10, 2020 and special meeting held on November 27, 2020.

Resolution Number 2-12/15//20

Moved by H. Berninger; Seconded by M. Buddo; be it resolved that the Library Board minutes for the meeting held on Tuesday, November 10, 2020 be adopted.
Carried.

Resolution Number 3-12/15//20

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved that the Library Board minutes for the meeting held on Friday, November 27, 2020 be adopted.
Carried.

6. Business Arising from the Minutes

- a. None.

7. Financial

- a. Budget Variance Expense Report to October 31, 2020.

Resolution Number 4-12/15/20

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

- b. Budget 2021

-First draft has been submitted to municipality.

- c. Children's material fines

-Discussion regarding removing fines from children and youth items. The Board decided that in order to stay relevant and to work with families fines would be eliminated on these items.

Resolution Number 5-12/15/20

Moved by H. Berninger; Seconded by K. Alexander that fines associated with the following collections be removed: juvenile, junior, and young adult.
Carried.

- d. Financial Statements 2019

-Reviewed and approved.

Resolution Number 6-12/15/20

Moved by B. Bridgeman; Seconded by M. Buddo to accept the draft financial statements as presented.
Carried.

8. Reports

- a. CEO

- as reported.

- b. Council Representative

-no report.

9. Administrative Issues

- a. COVID – update workplace health procedures/compliance

- The CEO advised the Board that she is the Library Compliance Officer as this is a requirement of the Simcoe Muskoka District Health Unit. The CEO advised the Board that the library is compliant with current regulations.

-Resolution that was approved on November 27, 2020 has been amended to the following:

Resolution Number 7-12/15/20

Moved by B. Bridgeman; Seconded by M. Buddo; be it resolved that in observance of the Simcoe Muskoka District Health Unit recommendations a question will be asked to all users requesting admission to the library as to whether they themselves have entered a gray lockdown zone or if they have come in close contact with a person that has been in a gray lockdown zone in the last 14 days. If the requestor answers yes to this question, library materials will be limited to outside pickup only.

Carried.

b. Year Three Board Plan

-Reviewed

c. Board Meetings 2021

-January 12, February 9, March 9, April 13, May 11, June 15, July – no meeting, August 10, September 14, October 12, November 9, and December 14.

d. Strategic Plan

-Reviewed and will be finalized for approval by the Board at the January Library Board meeting.
- The strategic plan committee's goal is to present to the Library Board in December with the final draft ready for January.

e. Trustee Council Meetings

-V. Duke attended the November 24 meeting via Zoom. Her report included the following: SOLS and OLSN are merging as Ontario Library Service on April 1, 2021, round table discussion of COVID and strategic planning, and the Learn HQ course (No One Gets Left Behind) that was held on December 3 and is available to view online.
-M. Buddo and K. Alexander will be our library Trustee Council representatives moving forward.

10. Policy Development and Review

a. OPCIRC-10 – Resource Sharing

Resolution Number 7-12/15/20

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Resource Sharing.

Carried.

b. OPHR-04 – Staff/Volunteer Use of Technology and Internet Resources

Resolution Number 8-12/15/20

Moved by K. Alexander; Seconded by H. Berninger; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Staff/Volunteer Use of Technology and Internet Resources.

Carried.

11. New and Unfinished Business

- a. The Library December newsletter has been circulated via electronic means to library users.
- b. The Board wished to express their thanks to Library staff for their grace, and professional handling during these challenging COVID times.

13. Adjournment

- a. Consideration of a resolution to adjourn.

Resolution Number 9-12/15/20

Moved by H. Berninger; be it resolved that the meeting adjourn at 2:22 p.m. and the next regular meeting of the Board will be held on Tuesday, January 12, 2021 virtually via Zoom at 1:00 p.m.

Carried.

CHAIRPERSON:

Valerie

SECRETARY:

Cathy Ruck

APPROVED:

Jan 12/21