

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Tuesday, January 14, 2020

A Regular Meeting of the Library Board was held on Tuesday, January 14, 2020, at 1:00 p. m. at the Norma and Miller Alloway Muskoka Lakes Library, Port Carling, Ontario.

PRESENT:

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

REGRETS:

1. Call to Order

a. V. Duke called the meeting to order at 1:04 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 January 14, 2020.

Resolution Number 1-01/14/20

Moved by M. Buddo; 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 Friday, November 15, 2019 as amended.

Resolution Number 2-01/14/20

Moved by H. Berninger; Seconded by D. Hayes; be it resolved that the Library Board minutes for the meeting held on Friday, November 15, 2019 be adopted as amended.

Carried.

6. Business Arising from the Minutes

- a. None.

7. Financial

- a. Budget Variance Expense report - None

8. Reports

- a. CEO
As circulated.
-An alarm system has been installed at both libraries.
- b. Council representative
-The Official Plan is being reviewed.

9. Administrative Issues

- a. CEO Performance Review
-Deferred until February.
- c. Board Evaluation
-Evaluations are to be submitted to the Board Chair for review at the February Board Meeting.

10. Policy Development and Review

- a. Policy –
-Purchasing

Resolution Number 3-01/14/20

Moved by B. Bridgeman; Seconded by K. Alexander; be it resolved that the Library Board adopts the policy Purchasing.

Carried

-Workplace Discrimination and Harassment

Resolution Number 4-01/14/20

Moved by H. Berninger; Seconded by D. Hayes; be it resolved that the Library Board adopts the policy Workplace Discrimination and Harassment.

Carried.

-Prevention of Workplace Violence

Resolution Number 5-01/14/20

Moved by B. Bridgeman; Seconded by K. Alexander; be it resolved that the Library Board adopts the policy Prevention of Workplace Violence as amended.

Carried.

-Fee Schedule

Resolution Number 6-01/14/20

Moved by K. Alexander; Seconded by D. Hayes; be it resolved that the Library Board adopts the policy Fee Schedule.

Carried.

-User Records

Resolution Number 7-01/14/20

Moved by B. Bridgeman; Seconded by D. Hayes; be it resolved that the Library Board adopts the policy User Records.

Carried.

-User Code of Conduct

Resolution Number 8-01/14/20

Moved by D. Hayes; Seconded by B. Bridgeman; be it resolved that the Library Board adopts the policy User Code of Conduct.

Carried.

-Safety, Security and Emergencies in the Library

Resolution Number 9-01/14/20

Moved by M. Buddo; Seconded by H. Berninger; be it resolved that the Library Board adopts the policy Safety, Security and Emergencies in the Library.

Carried.

-Proctoring of Examinations

Resolution Number 10-01/14/20

Moved by M. Buddo; Seconded by K. Alexander; be it resolved that the Library Board adopts the policy Proctoring of Examinations.

Carried.

-Community Information

Resolution Number 11-01/14/20

Moved by D. Hayes; Seconded by B. Bridgeman; be it resolved that the Library Board adopts the policy Community Information.

Carried.

-Collection Development

Resolution Number 12-01/14/20

Moved by K. Alexander; Seconded by D. Hayes; be it resolved that the Library Board adopts the policy Collection Development.

Carried.

-General Gift Acceptance

Resolution Number 13-01/14/20

Moved by M. Buddo; Seconded by D. Hayes; be it resolved that the Library Board adopts the policy General Gift Acceptance.

Carried.

11. New and Unfinished Business

-Meeting Schedule 2020

Resolution Number 14-01/14/20

Moved by H. Berninger; Seconded by K. Alexander; be it resolved that the Library Board will hold a minimum of seven and a maximum of ten meetings a year.

Carried.

- B. Bridgeman will research planned gift giving and report back to the Board at the February meeting.

12. Adjournment

a. Consideration of a resolution to adjourn.

Resolution Number 15-01/14/20

Moved by H. Berninger; be it resolved that the meeting adjourn at 2:27 p.m. and the next regular meeting of the Board will be held on Tuesday, February 11, 2020 at the Norma and Miller Alloway Muskoka Lakes Library – Port Carling at 1:00 p.m.

Carried.

CHAIRPERSON:



SECRETARY:



APPROVED:

