

**THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD**  
**MINUTES - OF THE REGULAR MEETING**  
**Tuesday, March 10, 2020**

A Regular Meeting of the Library Board was held on Tuesday, March 10, 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

**1. Call to Order**

- a. V. Duke called the meeting to order at 1:01 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 March 10, 2020 as amended.

**Resolution Number 1-03/10/20**

Moved by K. Alexander; Seconded by B. Bridgeman; be it resolved that the Library Board agenda be adopted as amended.

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, February 11, 2020.

**Resolution Number 2-03/10/20**

Moved by H. Berninger; Seconded by K. Alexander; be it resolved that the Library Board minutes for the meeting held on Tuesday, February 11, 2020 be adopted.  
Carried.

**6. Business Arising from the Minutes**

- a. None.

**7. Financial**

- a. Budget Variance Expense report – Reviewed.
- b. Budget 2020 Meetings
  - Tentative dates for budget presentations are March 23 – Committee of the Whole, March 31 – Public input, April 2 – Committee of the Whole, April 15 – Budget Adoption

**8. Reports**

- a. CEO
  - As circulated.
  - The CEO advised the Board of the steps that have been taken in response to the Coronavirus – Covid 19. Staff are using hand sanitizers, doing extra cleaning, and practicing social distancing.

**Resolution Number 3-03/10/20**

Moved by H. Berninger; Seconded by M. Buddo; be it resolved that the Muskoka Lakes Public Library Board in response to the COVID virus the CEO has Board support to ensure all staff do not suffer loss of wages or benefits during mandated actions.  
Carried

- b. Council representative
  - The municipality is starting budget review, and Official Plan, and Strategic Planning is ongoing.

**9. Administrative Issues**

- a. Annual Survey
  - CEO reported that the survey had been completed and submitted.
- b. Staff performance reviews
  - Discussion about existing document with a plan to revise.
- c. Strategic Plan
  - The Strategic Planning Committee will participate in the online course offered by SOLS.
- d. CEO Annual Work Plan
  - Reviewed
- e. Year Two Board Plan
  - Reviewed

**10. Policy Development and Review**

- a. Community Analysis and Planning
  - Reviewed
- b. Hours Open

**Resolution Number 4-03/10/20**

Moved by D. Hayes; Seconded by B. Bridgeman; be it resolved that the Muskoka Lakes Public Library Board remove the policy Hours Open.

Carried.

**11. New and Unfinished Business**

- a. Planned Giving Report  
-The Board decided to further explore Planned Giving.

**12. Closed Session**

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

**Resolution Number 5-03/10/20**

Moved by B. Bridgeman; Seconded by K. Alexander; be it resolved that the Muskoka Lakes Public Library Board moves in-camera at 2:31 p.m. V. Duke as recording secretary.

Carried

- b. Consideration of a resolution to move out of camera.

**Resolution Number 6-03/10/20**

Moved by D. Hayes; Seconded by K. Alexander; be it resolved that the Muskoka Lakes Public Library Board moves out of camera at 2.33 p.m.

Carried

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

**13. Adjournment**

- a. Consideration of a resolution to adjourn.

**Resolution Number 7-03/10/20**

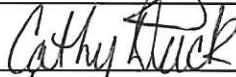
Moved by K. Alexander; be it resolved that the meeting adjourn at 2:34 p.m. and the next regular meeting of the Board will be held on Tuesday, April 21, 2020 at the Norma and Miller Alloway Muskoka Lakes Library – Port Carling at 1:00 p.m.

Carried.

CHAIRPERSON:



SECRETARY:



APPROVED:

