

THE TOWNSHIP OF MUSKOKA LAKES PUBLIC LIBRARY BOARD
MINUTES - OF THE REGULAR MEETING
Tuesday, May 12, 2020

A Regular Meeting of the Library Board was held virtually on Tuesday, May 12, 2020, at 1:00 p. m. (via WebEx).

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 1:10 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 May 12, 2020.

Resolution Number 1-05/12/20

Moved by D. Hayes; 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, March 10, 2020 as amended.

Resolution Number 2-05/12/20

Moved by M. Buddo; Seconded by B. Bridgeman; be it resolved that the Library Board minutes for the meeting held on Tuesday, March 10, 2020 be adopted as amended.
Carried.

6. Business Arising from the Minutes

- a. Further to the extended emergency the Board amends Resolution 3-03/10/20 to read the following:

Resolution Number 3-05/12/20

Moved by M. Buddo; Seconded by D. Hayes; 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 a mandated quarantine period. The CEO continues to be responsible for personnel matters.
Carried.

7. Financial

- a. Budget Variance Expense report – The report was reviewed and it was noted that there appears to be an error in some of the figures reported. The CEO will provide an update at the next Board meeting.
- b. Budget 2020 Update
-Final budget will be presented to Council for approval on May 13, 2020.

8. Reports

- a. CEO
As circulated.
- b. Council representative
-Final budget is being presented for approval on May 13, 2020.
- c. SOLS Trustee Committee Meeting
-K. Alexander, V. Duke and B. Bridgeman attended virtually (report attached).
- d. Strategic Plan Committee Meeting
-Two meetings have been held to date and the Committee is working through the Strategic Planning Working Document.

9. Administrative Issues

- a. Covid Response/Return to Work/Library Re-opening Plan – Safety shields for service desks have been purchased. Staff continue to discuss plans for staged reopening.
- b. Year Two Board Plan
-Reviewed
- c. Alloway Agreement
-Reviewed.

10. Policy Development and Review

- a. GOVBL-03 – Composition of the Board & Terms of Reference for Officers

Resolution Number 4-05/12/20

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Composition of the Board & Terms of Reference for Officers as amended.
Carried.

b. OPCIRC-04 - Circulation

Resolution Number 5-05/12/20

Moved by D. Hayes; Seconded by B. Bridgeman; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Circulation as amended.
Carried.

c. OPCOL-04 – Local History and Genealogy

Resolution Number 6-05/12/20

Moved by B. Bridgeman; Seconded by M. Buddo; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Local History and Genealogy.
Carried.

d. OPCOL-05 - Records Retention and Schedule

Resolution Number 7-05/12/20

Moved by B. Bridgeman; Seconded by K. Alexander; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Records Retention and Schedule.
Carried.

e. OPHR-03 – Professional Development, Performance and Discipline

Resolution Number 8-05/12/20

Moved by H. Beninger; Seconded by B. Bridgeman; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Professional Development, Performance and Discipline.
Carried.

f. OPINT – 02 – Internet Use and Technology – deferred to next meeting

g. GOV-07 – Board Advocacy – deferred to next meeting

h. OPCIRC-05 – User Membership

Resolution Number 9-05/12/20

Moved by H. Beninger; Seconded by D. Hayes; be it resolved that the Muskoka Lakes Public Library Board adopts the policy User Membership.
Carried.

i. OPINT-01 – Use of Technology – deferred to next meeting

j. ACCESS-01 – Accessibility Standard for Customer Service

Resolution Number 10-05/12/20

Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved that the Muskoka Lakes Public Library Board adopts the policy Accessibility Standard for Customer Service as amended.
Carried.

k. ACCESS-02 – Integrated Accessibility Standards

Resolution Number 11-05/12/20

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

Carried

D. Hayes left the meeting at 2:33 and returned at 2:43.

11. New and Unfinished Business

a. Planned Giving Report

-The Board decided to delay Planned Giving considering the COVID epidemic until we return to some semblance of normal, hopefully in October.

13. Adjournment

a. Consideration of a resolution to adjourn.

Resolution Number 12-05/12/20

Moved by H. Berninger; be it resolved that the meeting adjourn at 2:51 p.m. and the next regular meeting of the Board will be held on Tuesday, June 9, 2020 virtually via WebEx at 1:00 p.m.

Carried.

CHAIRPERSON:

Valerie

SECRETARY:

Cathy Duck

APPROVED:

June 9/20