**Leeds and the Thousand Islands Public Library Board**

**MINUTES OF THE REGULAR MEETING**

**Held on March 18, 2024 at the Lansdowne Library Branch at 5pm and via ZOOM**

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| Present | Angela Kelman (Councillor)  Anna Basten  Brenda Lolley (Board Chair)  Cathy Griffin  Cindy Code (Library CEO)  Deborah Diemand  Pierre Mercier (Vice-chair) |
| Regrets | Carol Rogers  Cindy Healey  Corinna – Smith Gatcke (Mayor) |

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| 1.0 | **Call to Order/Land Acknowledgement** | The meeting was called to order at 5:03 pm by B. Lolley and the Land Acknowledgement was read. |  |
| 2.0 | **Approval of the Agenda** | **Motion 24-09** That the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by A. Basten; secondedby C. Griffin. **APPROVED.** |  |
| 3.0 | **Declaration of Conflict of Interest** | *None to declare* |  |
| 4.0 | **Adoption of the Minutes** | **Motion 24-10** THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, February 20, 2024 as presented. Moved by C. Griffin; seconded by A. Basten. **APPROVED.** |  |
| 5.0 | **Business Arising from the Minutes** |  |  |
| 6.0 | **Consent Agenda** | **6.1** CEO Report- March 2024  **6.2** Statistical Report- to February 29, 2024  **6.4** Health and Safety Report- March 2024  **6.5** Financial Report- February 29, 2024  C. Code presented the above reports which detailed March Break programming events and also looking ahead to TD Summer Reading’s theme “Look to the Stars”. Popular in library social programming like the Knitting/Crochet Circle have grown to every week in both the Lansdowne and Seeley’s Bay branches. Spice Club, which is a program we are partnering with The Front of Yonge Library is extremely popular which encourages us to see what other projects we can collaborate with our neighbouring libraries.  Interviews for two permanent part-time positions have been filled; Library Services Coordinator has been filled internally and the Technical Support Coordinator was filled externally by a local applicant.  **Motion 24-03** THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – March 2024  Statistical Report to February 29th, 2023  Health and Safety Report – March 2024  Moved by C. Griffin; seconded by A. Basten. **APPROVED** | **6.5** Financial Report was provided by the Financial Treasurer of the Township after the March 18th Board Meeting and presented via email to all members of the Library Board. |
| 7.0 | **Decision Items** | **7.1** HR-06 Employee Code of Conduct Policy  C. Code presented the above policy to the Board which was passed during the meeting.  **Motion 24-12** THAT the Leeds and the Thousand Islands Public Library Board approve policy HR-06 Employee Code of Conduct.  Moved by A. Kelman; seconded by D. Diemand  **APPROVED** |  |
| 8.0 | **Discussion Items** | **8.1** Archives Report  P. Mercier provided an overview of the proposed floorplan for the Archives in the Escott Town Hall and acknowledged the thorough and supportive work compiled by the Township’s Director of Operations and contracted Architect. P. Mercier also noted that Archives volunteers contributed text to the Township in support of a $200,000 Trillium Grant application.  The Thousand Islands River Heritage Society has been nominated for the Ontario Historical Society President’s Award and was provided a letter of support from P. Mercier regarding its creation of a permanent Glassworks Exhibit located in the Mallory Coach House Museum.  **8.2** Improving Library Space  C. Code presented a quote from Library Outfitters, a 40-year-old, reputable company used by several neighbouring libraries. Though the initial intention was for a new circulation desk at the Lansdowne branch, further discussion was decided to bring in 2 mobile shelving units for the Seeley’s Bay branch. These mobile units will offer more accessible display space for the juvenile area section of the branch, and also the flexibility as the units can be moved, offering some increased programming space as well.  **Motion 24-13** THAT the Leeds and the Thousand Islands Public Library Board approve the addition of mobile shelving (manufactured and installed by Library Outfitters) for the Seeley’s Bay Library Branch.  Moved by A. Kelman; seconded by C. Griffin  **APPROVED** |  |
| 9.0 | Information Items | **9.1** New Staff Report  As mentioned in the CEO Report, C. Code announced the recent staffing updates at the Library. The Library Services Coordinator was filled by an internal applicant after receiving several applications and conducting interviews.  The Technical Support Coordinator position was filled externally by a local resident and again after receiving several applications and conducting interviews.  **9.2** Informational Group re: Revitalization of Seeley’s Bay Fire Hall.  A group of local residents have been meeting to gather information about how to repurpose the soon to be decommissioned Seeley’s Bay Fire Hall. The Library Board extends support by providing the Seeley’s Bay Branch as a meeting place for discussion. Board member C. Healey and the Seeley’s Bay Branch Coordinator are both members of this revitalization committee and will bring forth their research/ideas why a library could share space in this facility with other “community hub-like” organizations. Groups like the above reflect the Township’s Community Improvement Plan which provide a community voice and collaboration of ideas. | A ground-breaking ceremony for the new Fire Hall was celebrated on April 5th. |
| 10.0 | **Other Business/Questions** | **10.1** CEO annual evaluation  CEO evaluation committee members from the Library Board created an anonymous survey which was circulated to Library staff, Library Board members and some Township staff to gather feedback to assess the CEO’s first year. Once the information is compiled, the committee will then have a formal meeting with the CEO in early April. |  |
| 11.0 | **Next Meeting** | Monday April 15, 2024, 5pm. Location: Seeley’s Bay Library Branch and via ZOOM. |  |
| 12.0 | **Adjournment** | **Motion 24-14** THAT the Leeds and the Thousand Islands Public Library Board adjourn at 6:12 PM. Moved by D. Diemand |  |
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