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

**MINUTES OF THE REGULAR MEETING**

**Held on September 18, 2023 5pm at the Seeley’s Bay Library Branch and via Zoom**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1.0 | **Call to Order/Land Acknowledgement** | B. Lolley called the meeting to order at 5pm and presented a thoughtful reading of the Land Acknowledgement Act.  “As we gather here today on the traditional territory of the Anishinaabe and Haudenosaunee peoples, I wish to acknowledge with respect the peoples who have lived on this land for thousands of years. They were stewards of the land, knowledge keepers and story tellers. We, in our turn, must care for this land and especially as a library, be the knowledge keepers and storytellers of today.” |  |
| 2.0 | **Approval of the Agenda** | **Motion 23-50** THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by A. Basten; seconded by A. Kelman  **APPROVED** |  |
| 3.0 | **Declaration of Conflict of Interest** | *None to declare* |  |
| 4.0 | **Delegations** | 4.1 Leeds and the Thousand Islands Public Library Board welcomed the attendance of Philip Reniers, Treasurer of the Township of Leeds and the Thousand Islands. Philip offered further explanation of the financial reports and also solidified the ongoing positive relationship between the Library and the Township. |  |
| 5.0 | **Adoption of the Minutes** | **5.1** July 17, 2023  **Motion 23-51** THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, July 17, 2023 as presented. Moved by D. Diemand; seconded by A. Kelman  **APPROVED** |  |
| 6.0 | **Business Arising from the Minutes** | **6.1** A Personnel meeting with the Library CEO (C. Code) and members of the CEO recruitment team to discuss the 6-month probation period was held on July 25, 2023. On August 14th, members of the recruitment team presented C. Code with a letter which was also forwarded to Township H.R. Manager, M. Cook, reflecting that the probationary period has been completed and that the Library Board is pleased with the way the Library is moving forward under C. Code’s capable direction. |  |
| 7.0 | **Consent Agenda** | **7.1** CEO Report  **7.2** Statistical Report  **7.3** Financial Report  **7.4** Health and Safety Report  C. Code presented the consent agenda, discussing the TD Summer Reading Program events and community outreach by attending the Lyndhurst Turkey Fair. C. Code also mentioned that a meeting with permanent staff was held on September 8th to discuss how Programming would be moving in the future months. Staff Meetings like the above align with the Library’s Strategic plan  **Motion 23-52** THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – August-September 2023  Statistical Report to July 31st, 2023  Statistical Report- to August 30th, 2023  Financial Reports- to July 31st, 2023  Financial Report- to August 30th , 2023  Health and Safety Report- August-September 2023  Moved by A. Basten; seconded by C. Healey  **APPROVED** |  |
| 8.0 | **Decision Items** | **8.1** HR-05 Hours of Work Policy  **8.2** FN-06 Tangible Capital Assets Policy  C. Code presented the above policies to the Board which were passed during the meeting.  **Motion 23-53** THAT the Leeds and the Thousand Islands Public Library Board approve policies, HR-05 Hours of Work and FN-06 Tangible Capital Assests.  Moved by D. Diemand; seconded by A. Kelman  **APPROVED** |  |
| 9.0 | **Discussion items** | **9.1** Archives Report  Pierre Mercier mentioned that the resolution issue with the new microfiche scanner has been resolved as a result of technical support provided by the Library. Volunteers are doing extensive research on newspaper accounts regarding threats to blow up the Marble Rock dam in 1904. Archives is anticipating the arrival of 200 glass plate negatives from a collection from the Stevens Family of Wyoming Island and Philadelphia regarding activities at their cottage around the turn of the century;  A similar collection can be seen on the Archive’s website by searching under the name Mabee.  Participation at the Lansdowne Fair along with the Historical Society was successful and resulted in several inquiries and potential donations.  Volunteers provided approximately 96 hours of service.  **9.2** Quotes for Patron Computers  C. Code presented Board members with price quotes and model suggestions in regards to updating the Patron computers in all three branches. A decision has been made and the new units will be ordered and installed within the next few months. |  |
| 10.0 | **Information Items** | **10.1**  B. Lolley has made an announcement that she will be stepping down as Library Board Chair when she reaches half term yet will continue to remain with the Board offering valuable support during the time which remains of her full term. |  |
| 11.0 | **Other Business/Questions** | **11.1** Compensation Review  Library employees and non-union employees of Leeds and the Thousand Islands Township have been invited to attend a townhall meeting for a compensation review on September 28th. This meeting can attend either in person or virtually and will be held at the Township office. The purpose of this informational meeting to see if compensation in Leeds and the Thousand Islands municipality is in line with other municipalities of similar population and structure. |  |
| 12.0 | **Next Meeting** | October 16, 2023 at 5pm.  The meeting will take place at the Lyndhurst Library Branch in the community room. |  |
| 13.0 | **Adjournment** | **Motion 23-54** THAT the Leeds and the Thousand Islands Public Library Board adjourn at 6:45pm. Moved by D. Diemand  **CARRIED** |  |