



**Leeds and the Thousand Islands Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
 Held on June 23, 2021 via ZOOM.

Present	Brenda Lolley (Chair) Cathy Griffin Mark Jamison (Council Rep) Pierre Mercier Gord Ohlke (Council Rep) Carol Rogers Dayna DeBenedet (CEO)
Regrets	

1.0	<b>Call to Order</b>	The meeting was called to order by the Chair at 10:01 AM.	
2.0	<b>Introductions and Remarks from the Chari</b>	Chair B Lolley welcomed board members, and welcomed CEO D DeBenedet to her first meeting with the LTIPL Board.	
3.0	<b>Approval of the Agenda</b>	<b>Motion 21-01</b> THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C Rogers; seconded by G Ohlke. <b>APPROVED.</b>	
4.0	<b>Declaration of Conflict of Interest</b>	None declared.	
5.0	<b>Delegations</b>	None presented.	
6.0	<b>Adoption of the minutes</b>	<b>6.1 May 19, 2021</b>  <b>Motion 21-02</b> THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, May 19, 2021 as presented. Moved by P Mercier; seconded by C Griffin. <b>APPROVED.</b>	

7.0	<b>Business Arising from the Minutes</b>	<p>Board members discussed the following business from the previous meeting:</p> <ul style="list-style-type: none"> <li>• B Lolley and D DeBenedet attended a Council meeting, where Council received an update on the transition of the Library’s accounting to the Township offices.</li> <li>• Discussion of the Library Budget was left off this report to allow the new CEO to meet the council before the budget discussion. The Library Budget will go back to council for the September meeting.</li> <li>• C Rogers indicated that she had delivered a gift to Marguerite on behalf of the Board.</li> </ul>	
8.0	<b>Consent Agenda</b>	<p><b>8.1 CEO Report</b>  ○ See attached</p> <p><b>8.2 Statistical Report</b>  ○ See attached</p> <p><b>8.3 Financial Report</b>  ○ See attached</p> <p><b>8.4 Health and Safety Report</b>  ○ See attached</p> <p><b>Motion 21-03</b> THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – June 2021  Statistical Report to May 31, 2021  Financial Statements to May 31, 2021  Health and Safety Report – June 2021  Moved by C Rogers; seconded by M Jamison. <b>APPROVED.</b></p>	
9.0	<b>Decision Items</b>	<p><b>9.1 Shared Library Services Working Group</b></p> <p>Board members discussed the formation of a working group with representatives from Gananoque regarding shared library services.</p>	

		<p>B Lolley discussed an email received from Gananoque Public Library Board Chair Marion McLeod, which indicated that their board was not interested in pursuing any sort of amalgamation or merger at this time.</p> <p>It was suggested that at this time it may be more productive if discussions were held at the council level regarding the desire to share services and the directions both Councils see for their respective community libraries.</p> <p><b>9.2 Policy Development</b></p> <p>D DeBenedet presented board members with a draft policy index, outlining the direction she would like to take the Library’s policy manual.</p> <p>D DeBenedet indicated that many of the policies on the index were required for the upcoming accreditation audit, and they would need to be reviewed and adopted before the audit, as the requirements for accreditation maintain that the policies must have been reviewed within the past three years.</p> <p>Board members suggested a few additions, including a section for the Archives policies.</p> <p><b>Motion 21-04</b> THAT the Leeds and the Thousand Islands Public Library Board approves the development of a new policy manual, and directs the Library CEO to develop policies outlined on the Draft Policy Index. Moved by P Mercier; seconded by G Ohlke. <b>APPROVED.</b></p> <p><b>9.3 OLBA and FOPL Membership</b></p> <p>D DeBenedet made a recommendation to the Board to renew membership with and/or join both the Federation of Ontario Public Libraries and the Ontario Library Board Association.</p>	
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10.0	<b>Discussion Items</b>	<p><b>10.1 Archives Working Group Update</b></p> <p>Board members received an update on the most recent Archives Working Group meetings.</p> <p>D DeBenedet was able to visit the archives with P Mercier, B Lolley, and members of the Archives Committee, to get a better understanding of the contents and size of the collection.</p> <p>Township staff are currently working with contractors to get quotes for the planned work at 1 Jessie St. D DeBenedet and Township staff are also discussing an application for the Canada Cultural Spaces Grant.</p> <p>D DeBenedet spoke with the archivist in Belleville regarding their experience with relocation. They were able to provide a lot of useful information about planning the logistics of a move, and preparing the physical collection for the move, to reduce the risk of damage. D DeBenedet and P Mercier shared this information with the rest of the Archives committee.</p>	

		<p><b>10.2 Strategic Planning Update</b></p> <p>Board members discussed the upcoming Strategic Planning meeting with Peggy Malcolm. D DeBenedet will record the meeting so that it can be made available to board members who are unable to attend.</p> <p>D DeBenedet will follow-up with Peggy regarding any documents or resources that Board Members should review prior to the meeting.</p> <p><b>10.3 2022 Reaccreditation</b></p> <p>Board members discussed the accreditation process under the Ontario Public Library Guidelines. The process is a large project, and a time-intensive commitment from staff and board.</p> <p>The board discussed the value and benefits of accreditation, and what support D DeBenedet would require from the Board. D DeBenedet indicated that reaccreditation would likely need to be a standing item on the Board Agenda, and that the board would need to review a lot of policy over the next several months.</p> <p>Board members agreed that the Library should continue to pursue reaccreditation at this time.</p> <p><b>10.4 2021 Budget Update</b></p> <p>D DeBenedet informed the board about a recent meeting with the Township CAO and Director of Finance to get an overview of the Library's budget and finances.</p> <p>D DeBenedet indicated that she will be meeting with the Director of Finance, Kate Tindal, again in the coming weeks to develop a revised 2021 budget. This revision will reflect savings that the Library has realized in the first half of the year.</p>	<p><b>ACTION:</b> D DeBenedet to contact Peggy Malcolm regarding resources for the meeting, and follow-up with board via email.</p>
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11.0	<b>Information Items</b>	None discussed.	
12.0	<b>Other Business/Questions</b>	<p>B Lolley discussed recruitment for a new board member. She indicated that she would like to post for the position in the Fall. Board members agreed that it would be ideal to find someone with knowledge of accounting, or a financial background.</p> <p>Board members also suggested contacting local media, including the Mural and Mirror, to let them know about the arrival of the new CEO.</p> <p>P Mercier asked D DeBenedet to check whether the Archives are a current member of the Ontario Genealogical Society. If not, it was suggested that we should become a member, particularly as the membership fee is very reasonable.</p>	<b>ACTION:</b> D DeBenedet to contact the Ontario Genealogical Society re: membership.
13.0	<b>Next Meeting</b>	To Be Decided – An email will be sent to confirm the date.	
14.0	<b>Adjournment</b>	<b>Motion 21-05</b> THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:20 am. Moved by M Jamison. <b>CARRIED.</b>	