



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on July 27, 2021 at the Lansdowne Branch, and via ZOOM.

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

1.0	Call to Order	The meeting was called to order by the Chair at 10:06 AM.	
2.0	Introductions and Remarks from the Chair	Chair B Lolley welcomed board members, and thanked everyone for being so accommodating of the changing date.	
3.0	Approval of the Agenda	Motion 21-07 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C Griffin; seconded by P Mercier. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Delegations	None presented.	
6.0	Adoption of the minutes	6.1 June 23, 2021 Motion 21-08 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, June 23, 2021 as presented. Moved by C Rogers; seconded by P Mercier. APPROVED.	

7.0	Business Arising from the Minutes	<p>Board members discussed the following business from the previous meeting:</p> <ul style="list-style-type: none"> • D DeBenedet provided an update on the OLBA and FOPL memberships. • D DeBenedet informed the board that due to changes with the new Ontario Library Service (OLS) structure, that the consulting fees for our strategic plan would be waived. • D DeBenedet indicated that she would connect with P Mercier and the Archives Committee regarding membership in the Ontario Genealogical Society 	ACTION: D DeBenedet to follow-up with archives committee re: OGS membership.
8.0	Consent Agenda	<p>8.1 CEO Report ○ See attached</p> <p>8.2 Statistical Report ○ See attached</p> <p>8.3 Financial Report ○ See attached</p> <p>8.4 Health and Safety Report ○ See attached</p> <p>Motion 21-09 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – July 2021 Statistical Report to June 30, 2021 Financial Statements to June 30, 2021 Health and Safety Report – July 2021 Moved by G Ohlke; seconded by C Griffin. APPROVED.</p>	
9.0	Decision Items	<p>9.1 Revised 2021 Budget</p> <p>Board members reviewed the revised budget for 2021. D DeBenedet explained the changes, and the board discussed the timeline for presenting the budget to Council.</p>	

		<p>Board members also briefly discussed the 2022 budget timeline, and some information that will need to be gathered regarding the archives move, and considerations for returning to full hours.</p> <p>D DeBenedet indicated that she will bring forward some initial planning information for the 2022 budget at the September board meeting.</p> <p>Motion 21-10 THAT the Leeds and the Thousand Islands Public Library Board approve the revised 2021 Budget. Moved by C Rogers; seconded by G Ohlke. APPROVED.</p>	<p>ACTION: D DeBenedet will discuss the archives moving costs with Township staff.</p>
10.0	Discussion Items	<p>10.1 Archives Working Group Update</p> <p>Board members received an update on the most recent Archives Working Group meetings.</p> <p>The building condition assessment site visit at 1 Jessie St has been completed. When the report is submitted to council, likely in September, we will have a better idea of what the timeline for the renovation and relocation will be.</p> <p>D DeBenedet shared that, in collaboration with the Township, we would be hiring a post-secondary student for a placement this fall. The student will be tasked with working on inventorying the archives, as well as preparing the collection for relocation.</p> <p>P Mercier discussed the archives policies, which were shared with D DeBenedet. The policies will need to be reviewed/updated before our accreditation, so this may be a project the student can work on with the archives committee.</p> <p>P Mercier provided an update on recent archives inquiries, and the ongoing volunteer work being done by Archives Committee members.</p>	

		<p>10.2 Strategic Planning Update</p> <p>D DeBenedet indicated that most of the update had been shared in the business arising, but that she would touch base with Peggy Malcolm regarding scheduling the focus groups with library staff and township staff. The focus groups will be held in August, and details will be reported at the next Library Board Meeting.</p> <p>10.3 Kajeet Mobile Hotspots</p> <p>D DeBenedet shared a presentation from Kajeet, a company that provides mobile hotspots for library lending.</p> <p>Board members reviewed the slideshow and asked D DeBenedet to follow-up with Kajeet regarding pricing, and to contact the Rideau Lakes Public Library to learn about their experience using Kajeet.</p> <p>Kajeet has indicated that they will send a demo hotspot which we can use to test the level of connectivity in our area.</p>	<p>ACTION: D DeBenedet to contact Peggy Malcolm to set up focus groups.</p> <p>ACTION: D DeBenedet to follow-up with Kajeet and Rideau Lakes for additional information.</p>
11.0	Information Items	<p>11.1 Distribution of Bylaws for September Review</p> <p>D DeBenedet indicated that the first draft revision of the Board's Bylaws has been completed. Copies will be sent out to all board members this week, and will be discussed at the September meeting.</p>	<p>ACTION: All board members to read revised bylaws and prepare for discussion/revision in September.</p>
12.0	Other Business/Questions	<p>C Rogers discussed board recruitment. The board will advertise for the vacant position this Fall. D DeBenedet and B Lolley will discuss the recruitment process with Township Clerk Kimberley Westgate.</p>	<p>ACTION: D DeBenedet and/or B Lolley to follow-up with Township Clerk regarding posting vacant board positions.</p>
13.0	Next Meeting	<p>Wednesday, September 15, 2021 at 10:00 am (Location to be confirmed)</p>	

14.0	Adjournment	Motion 21-11 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:28 am. Moved by G Ohlke. CARRIED.	