



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on October 20, 2021 at the Lansdowne Branch, and via ZOOM.

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

1.0	Call to Order	The meeting was called to order by the Chair at 10:03 AM.	
2.0	Introductions and Remarks from the Chair	Chair B Lolley welcomed board members and guest Kate Tindal, and thanked everyone for attending.	
3.0	Approval of the Agenda	Motion 21-18 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C Griffin; seconded by C Rogers. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Delegations	<p>5.1 Kate Tindal – TLTI Director of Finance</p> <p>Kate Tindal, Director of Finance for the Township of Leeds and the Thousand Islands, discussed the budget process with the Library Board.</p> <p>The Library Board’s draft budget is included on this agenda for review and approval, and has also been received by the Finance Department. The Finance Department is currently compiling the budget, which will be distributed to Council in November.</p>	

		<p>The Library Board discussed the goals for the current budget, and in particular the goal of maintaining a status quo budget for 2022.</p> <p>D DeBenedet discussed the suggested budget, which includes a project from the Library’s Technology Reserve to replace all staff workstations. The budget also proposes moving from in-house IT support to work with the Township’s IT service provider.</p> <p>The Board thanked Kate Tindal for attending the meeting.</p>	
6.0	Adoption of the Minutes	<p>6.1 September 15, 2021</p> <p>Motion 21-19 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, September 15, 2021 as presented. Moved by G Ohlke; seconded by C Rogers. APPROVED.</p>	
7.0	Business Arising from the Minutes	<p>Board members discussed the date for the next Strategic Planning Meeting.</p>	
8.0	Consent Agenda	<p>8.1 CEO Report</p> <ul style="list-style-type: none"> ○ See attached <p>8.2 Statistical Report</p> <ul style="list-style-type: none"> ○ See attached <p>8.3 Financial Report</p> <ul style="list-style-type: none"> ○ See attached <p>8.4 Health and Safety Report</p> <ul style="list-style-type: none"> ○ See attached <p>Motion 21-20 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – October 2021 Statistical Report to September 20, 2021 Financial Statements to September 30, 2021 Health and Safety Report – October 2021 Moved by C Rogers; seconded by G Ohlke. APPROVED.</p>	

9.0	Decision Items	<p>9.1 2022 Draft Budget</p> <p>The Library Board discussed the 2022 Draft Budget.</p> <p>D DeBenedet walked through the changes to the budget. In response to questions D DeBenedet indicated that this budget maintains all of the existing staffing hours – no cuts to staffing are projected in the budget.</p> <p>D DeBenedet also explained the proposal to use funds from the Library’s Technology Reserves for a project to replace all staff workstations.</p> <p>Motion 21-21 THAT the Leeds and the Thousand Islands Public Library Board approve the 2022 Draft Budget as presented. Moved by G Ohlke; seconded by C Griffin. APPROVED.</p> <p>9.2 Foundational Policies</p> <p>Board members reviewed the proposed Foundational Policies.</p> <p>FO-01 Mission and Vision Statement</p> <p>Motion 21-22 THAT the Leeds and the Thousand Islands Public Library Board approve the policy FO-01 – Mission and Vision Statement as presented. Moved by C Griffin; seconded by G Ohlke. APPROVED.</p> <p>FO-02 Statement of Values</p> <p>The Library Board suggested some wording changes under 2.1, and on the Statement of Values.</p> <p>Motion 21-23 THAT the Leeds and the Thousand Islands Public Library Board approve the policy FO-02 Statement of Values as amended. Moved by C Griffin; seconded by G Ohlke. APPROVED.</p> <p>FO-03 Statement of Intellectual Freedom</p>	
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10.0	Discussion Items	<p>10.1 Archives Update</p> <p>D DeBenedet provided a brief update about the Archives Intern, Marie Both. Marie is working with the Archives group and the Historical Society on some of their current projects.</p> <p>10.2 Strategic Planning</p> <p>The Board confirmed the date for the next Strategic Planning meeting for Friday, October 29 from 9:00 am – 11:00 am. D DeBenedet will send connection details for staff.</p> <p>10.3 Ontario’s Vaccine Passports and Libraries – FOPL/OLS Information</p> <p>D DeBenedet provided a brief update about Vaccine Passports in libraries. According to clarification provided by the Ministry proof of vaccine is not</p>	<p>ACTION: D DeBenedet will set up and share Zoom connection information.</p>

		<p>required for entry into the Library, but is required for attendance at any in-person programming or use of meeting space. The Library is still offering printing and laminating service for those who need copies of their proof of vaccine.</p> <p>10.4 Legacy Document</p> <p>D DeBenedet suggested that the Board plan to write a Legacy Document in 2022, in preparation for the end of their term.</p> <p>D DeBenedet will provide a sample of a Legacy Document, and a proposed timeline at the November meeting. She suggested that the board work through one section at each meeting in 2022, and then compile the document in the Summer/Fall so it will be ready for the new Board.</p> <p>The board also discussed the general orientation process for the new board.</p>	<p>ACTION: D DeBenedet will prepare a sample Legacy Document and timeline for the November meeting.</p>
11.0	Information Items	<p>11.1 2022 Meeting Schedule</p> <p>D DeBenedet distributed a proposed schedule for 2022 Board Meeting. She suggested that in 2022 the Library Board could schedule a meeting at each of the Branch Libraries.</p> <p>M Jamison asked that D DeBenedet forward the schedule to the Township Clerk and ask that the meeting dates be added to the Township calendar. D DeBenedet will also have the dates posted to the Library website and social media.</p>	<p>ACTION: D DeBenedet to forward meeting dates to Township Clerk.</p>
12.0	Other Business/Questions	<p>B Lolley discussed the ongoing recruitment for a new Board Member, and indicated that the position has been advertised by the Township.</p>	
13.0	Next Meeting	<p>Wednesday, November 17, 2021 at 10:00 am (Lansdowne/Zoom)</p>	
14.0	Adjournment	<p>Motion 21-27 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:58 am. Moved by M Jamison. CARRIED.</p>	

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