



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on November 17, 2021 at the Lansdowne Branch, and via ZOOM.

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

1.0	Call to Order	The meeting was called to order by the Chair at 10:04 AM.	
2.0	Land Acknowledgement & Remarks from the Chair	Chair B Lolley welcomed board members and guest Robert Burtch, and read the Land Acknowledgement.	
3.0	Approval of the Agenda	D DeBenedet requested the addition of 9.3 Banking Updates Motion 21-28 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as amended. Moved by P Mercier; seconded by C Griffin. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Delegations	5.1 Robert Burtch – Friends of Springfield House Complex Robert Burtch, Chair of the Friends of Springfield House Complex, spoke to board members about the possibility of a Library Board Member being appointed to the FSHC Board. Mr. Burtch explained some of the history of the FSHC and their work to date, including their recent AGM meeting and incorporation.	

		<p>Board members discussed the work of the Friends and the Library's role as administrator of the Archives.</p> <p>D DeBenedet indicated that the Board would need to do some research with the Ministry around the authority of the board under the Public Libraries Act, and the Municipal Act to understand whether the Board is able to appoint a member to another incorporated board. The Board would also need to explore how this would fit within the Board's bylaws.</p> <p>M Jamison discussed the ongoing building condition assessment and the fact that the buildings are currently owned by the Township, and that Council will be considering what their options are based on the building condition reports.</p> <p>Board members asked D DeBenedet to undertake some additional research with the Ministry on this topic, and to report back to the Board at the next regular meeting of the Board.</p>	<p>ACTION: D DeBenedet will follow-up with the Ministry regarding the question of board authority.</p>
6.0	Adoption of the Minutes	<p>6.1 October 20, 2021</p> <p>Motion 21-29 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, October 20, 2021 as presented. Moved by C Rogers; seconded by C Griffin. APPROVED.</p>	
7.0	Business Arising from the Minutes	None discussed.	
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 21-30 THAT the Leeds and the Thousand Islands Public Library Board</p>	

		<p>approve the consent agenda, including the following reports: CEO Report – November 2021 Statistical Report to October 31, 2021 Financial Statements to October 31, 2021 Health and Safety Report – November 2021 Moved by C Griffin; seconded by M Jamison. APPROVED.</p>	
9.0	Decision Items	<p>9.1 Strategic Directions</p> <p>The Board discussed the strategic directions document that was compiled by Peggy Malcolm following the last Strategic Planning meeting.</p> <p>Board members agreed that there should be some changes to the wording and timelines presented, but agreed with the goals and directions identified. The Library Board directed the CEO to move forward with the design of the Strategic Planning document, and the development of the Operational Plan.</p> <p>Motion 21-31 THAT the Leeds and the Thousand Islands Public Library Board approve the Strategic Directions as outlined; and direct the CEO to begin developing the Operational Plan and Strategic Plan document. Moved by C Rogers; seconded by M Jamison. APPROVED.</p> <p>9.2 FSHC Board Appointment</p> <p>The Board deferred this decision pending additional information and research from D DeBenedet regarding Board authority.</p> <p>9.3 Banking Changes</p> <p>D DeBenedet informed the Board that the Bank of Montreal had indicated that they could provide additional online banking tools that would simplify they Library’s banking process by allowing for online approvals of transfers.</p> <p>D DeBenedet explained that with the move to have the Township manage our accounts payable that the Library would now need to transfer any operating</p>	

		<p>revenue collected (fines, copies etc.) as well as grant funding (PLOG funds etc.) to the Township on a regular basis.</p> <p>The process proposed by the Bank of Montreal would allow the Library Board to maintain their dual signing authority, by providing a multi-step approval process for online transfers that could be completed by multiple signers.</p> <p>D DeBenedet also provided the Board with an update on the ongoing issue of funds being deposited in error to the Library Board account, and the steps that have been taken by the Library and Township to resolve the issue. Further updates will follow as we are still in the process of setting up a new supplier number.</p> <p>Motion 21-32 THAT the Leeds and the Thousand Islands Public Library Board accept the recommendation to proceed with additional online banking services with the Bank of Montreal; and</p> <p>THAT the Leeds and the Thousand Islands Public Library Board appoint the Library’s signing authorities, CEO Dayna DeBenedet and Board members Brenda Lolley and Pierre Mercier, as authorized users. Moved by C Griffin; seconded by C Rogers. APPROVED.</p>	
10.0	Discussion Items	<p>10.1 Archives Update</p> <p>P Mercier provided an update on current projects being undertaken at the Archives, including research for two interpretive signs. He also spoke about the work being done by Archives Intern Marie Both, who has been working on projects with both the Archives and the Historical Society.</p> <p>P Mercier indicated that a researcher will be visiting from St. Lawrence University to undertake some research. Materials will be brought to Jessie St. from the Archives. This researcher has been waiting over a year during the pandemic to access these files.</p>	

		<p>P Mercier also gave an update on a possible donation to the Archives Reserve Fund.</p> <p>10.2 Legacy Document Samples and Template</p> <p>D DeBenedet distributed copies of sample Legacy Documents, along with the template provided by the OLBA. She also indicated that there was additional information available through the OLBA Governance Hub.</p> <p>D DeBenedet suggested that the Board work through the document beginning in the New Year, by committing to work through one section per month during the Winter/Spring. This will allow time for the CEO to compile the document over the summer so it is ready for use during Board recruitment in the Fall of 2022.</p> <p>Board members agreed with this plan and the Legacy Document will be added as a standing item on the agenda in the New Year until it is complete.</p> <p>10.3 OLS Board Assemblies Update</p> <p>B Lolley attended the recent OLS Board Assembly meeting for libraries in our population range. She provided an update to Board members on the discussions that took place at the meeting.</p> <p>10.4 Board Evaluation</p> <p>Board members received a copy of a Board Evaluation Template from Dalhousie University. Board members discussed possible processes for completing an evaluation, including the use of online survey tools.</p> <p>D DeBenedet will add the item to the next meeting agenda where board members can provide input on questions and timelines for an evaluation process in 2022.</p>	<p>ACTION: D DeBenedet will share a link to the Governance Hub with Board members.</p>
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11.0	In Camera Session	<p>11.1 Library Staffing Update</p> <p>Motion 21-33 THAT the Leeds and the Thousand Islands Public Library Board move to an in-camera session as allowed under the Public Libraries Act R.S.O. 1990, c. P44 16.1 (4) d) for discussions relating to labour relations or employee negotiations at 11:43 am. Moved by C Rogers; seconded by B Lolley. APPROVED.</p> <p>The board received an update about Library staffing plans for 2022.</p> <p>Motion 21-34 THAT the Leeds and the Thousand Islands Public Library Board resume the Open Session at 12:00 pm.</p>	
12.0	Information Items	<p>12.1 December Special Meeting</p> <p>The Library Board is planning a special meeting for December 15, 2021 at 10:00 am to discuss the Strategic Plan.</p> <p>12.2 Board Recruitment Update</p> <p>No applications have been received for the vacant Board position. D DeBenedet will ask staff to share details with any patrons who may be interested, and Board members are asked to propose any potential candidates.</p>	
13.0	Next Meeting	Wednesday, January 19, 2022 at 10:00 am (Lansdowne/Zoom)	
14.0	Adjournment	Motion 21-35 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 12:03 am. Moved by C Rogers. CARRIED.	