



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE SPECIAL MEETING
 Held on December 15, 2021 at the Lansdowne Branch, and 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	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 read the Land Acknowledgement.	
3.0	Approval of the Agenda	Motion 21-36 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by G Ohlke; seconded by C Rogers. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Decision Items	<p>9.1 Strategic Plan 2022-2025</p> <p>Board members reviewed the Strategic Plan document and discussed the content and wording. Board members made several changes to the wording of the plan and directed CEO D DeBenedet to implement the changes.</p> <p>Motion 21-37 THAT the Leeds and the Thousand Islands Public Library Board approve the Strategic Plan as amended. Moved by G Ohlke; seconded by C Griffin. APPROVED.</p>	ACTION: D DeBenedet will make final edits to the Strategic Plan.

6.0	Discussion Items	<p>6.1 Operational Plan (Working Document) and Annual Work Plans</p> <p>Board members reviewed the draft Operation Plan and discussed how the plan can be used moving forward. The Operational Plan will be a working document, that can be modified and updated over the course of the plan.</p> <p>Board members discussed the process of translating the general operational plan into an annual work plan each year. This process would include setting annual priorities and specific timelines, and clarifying roles and responsibilities.</p> <p>Board members also agreed that the Strategic Plan should be a standing item on meeting agenda and that they would like to receive regular updates on progress toward the Strategic Goals.</p> <p>6.2 Strategic Plan promotion/presentation</p> <p>D DeBenedet suggested launching the new Strategic Plan in January by publishing the document online, making copies available in all library branches, and sending out notices to the media.</p> <p>D DeBenedet also suggested making a delegation to Council to present the plan. G Ohlke and M Jamison agreed with this suggestion and M Jamison suggested that March may be a good time for the presentation. D DeBenedet indicated that she would send an email to all Councilors in January to announce the release of the plan, and to let them know that a delegation would be forthcoming.</p>	<p>ACTION: D DeBenedet will book a delegation to Council and prepare media releases for the release of the plan.</p>
12.0	Other Business/Questions	None discussed	
13.0	Next Meeting	Wednesday, January 19, 2022 at 10:00 am (Lansdowne/Zoom)	
14.0	Adjournment	Motion 21-38 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:49 am. Moved by C Rogers. CARRIED.	