

**Leeds & the Thousand Islands Public Library Board**

**Agenda**

**Wednesday, April 15, 2020: 10:00 a.m.**

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- 1. Call to Order: Conflict of Interest**
- 2. Words from the Chair**
- 3. Approval of the Agenda**
- 4. Approval of Minutes Date: February 19, March 9, April 7, 2020**
- 5. Business Arising from the Minutes**
- 6. Information Items**
  - 6.1 CEO Report
  - 6.2 Pandemic Report 2
  - 6.3 Monthly Finances
  - 6.4 Auditor Correspondence
  - 6.5 Archives Report – Pierre
  - 6.6 Council Report
  - 6.7 Monthly Library Statistics
- 7. Action Items**
  - 7.1 Draft Audited Financial Statement
  - 7.2** Motion to move 5,582 to Opening Day Collection
  - 7.3** Motion to move 52,837 to Working Fund Reserve
  - 7.4** Motion to initiate automatic withdrawals for utilises including Bell Canada and Hydro 1, effective May 1, 2020
- 8. Policy Review**
  - 8.1 Emergency Policy
- 9. Planning**
  - 9.1 Library Services
- 10. Review Parking Lot Items**
- 11. Meeting Analysis**
- 12. Adjournment Next meeting May 20, 2020**

**Leeds and the Thousand Islands Public Library  
Lansdowne Branch**

**Minutes**

**Date, February 19, 2020**

Present: Tara, Brenda, Margueritta, Carol, Gerry, Gordon

Regrets: Pierre

2. Chair Report – Brenda:

- discussed Work in Culture workshop
- Library conference Bootcamp notes
- sent note to 4 councillors to meet...no response

3. Approval of agenda:

Amended by adding In Camera      Moved: Gordon Second: Margueritta, Carried

4. Approval of Minutes of Jan. 15, 2020      Moved: Margueritta Second: Gordon, Carried

5. Approval of Minutes of Jan. 20, 2020      Moved: Brenda Second: Gordon, Carried

6.1 CEO Report: Tara

- Tara met with Kim Goodman re: digital resources
- WSIB to be left in Council's hands
- mitten tree has been a success...hats donated by another
- \*\*\*Tara – value of internships article suggested by Gordon

6.2 Finances:

- only until end of 2019 for now
- wait for invoice from township for our insurance rates

6.3 Archives report: Pierre absent

6.4 Council report: Gordon

- secured money for library business plan
- council want to build reserves
- Tara...invite Kate Tindall to a Board meeting??
- talked about success of Beverly Lake ice derby

-discussed pop-up libraries

Discussed Business Plan and Peggy Malcolm involvement:

Brenda asked what's council advice for business plan and org review.

-London Pub Library Strat Plan 2014-17...create business plan from that

-figure out more tangible things

1. Capital forecast

ii. Service highlights

-always link back to Strat Plan

-service expectation and performance actual forecast

-operating cost per use

Next Steps:

1. Aim for March 15, 2020

2. First draft by March 2

3. Gordon to present (mention?) notice of motion? at COTW

4. work with Tara on figures

5. Peggy will send info by March 18

6. Gordon suggested special Board meeting before Council to approve draft

Volunteer Policy passed Moved: Gordon Second: Carol Carried

7. a. In Camera: Moved: Margueritta Second: Gordon

-Mark J's list

-supper to a Council meeting??

Out of Camera: Moved: Margueritta Second: Gordon

\*\*Carol to be on next agenda for Friends of Library

Adjournment 12:10 p.m.

Next special Meeting March 9, 10 am

**Leeds and the Thousand Islands Public Library  
Lansdowne Branch  
Minutes  
Date, March 9, 2020**

LTIPL Special Board meeting March 9, 2020

Present: Tara, Gerry, Brenda, Carol, Margueritta By phone: Pierre

Regrets: Gordon

1. Report from Chair Brenda:

- business plan on council agenda for April 9, 2020
- all council and mayor have draft
- had meeting with Councillor Gorrell
- no comments from anyone on business plan draft

Suggested changes or additions:

Gerry...connection to township Strategic Plan??

Brenda...table on page 4

- service expectations and performance
- character sites
- population for Rideau Lakes incorrect...should be 10 326 in 2016
- changes and total operating expense per capita .. 48.52 = 2017 number  
49.64 = 2018
- making our figures with Rid. Lakes almost identical

Pierre..point out correction to council

In library computer uses figure is erratic....Asterisk this\*\*\*\*

- multiple users may be on one card
- Tara to check with Cyberian

Other discussion:

- encourage all library users to get a card
- assure lib. Patrons of privacy re: their readings
- list protections on library info pamphlet

Pierre...address Seeleys Bay improvements?

- Measures of Success Page 7
- #4 staff retention and job satisfaction
- #5 Showpiece of E. Ontario

Page 2...Key linkages...Strategic Objectives

#4 align our Strategic Plan with that of the township

Motion: To accept the business plan as amended. Moved: Margueritta Seconded: Carol, Carried

Planning: Next meeting....discuss new Board members

Motion: To move into In Camera: 11:30 a.m. In camera session of Committee of the Whole

Moved: Pierre Second: Margueritta Carried

Out of Camera: 1:00 p.m. Moved: Carol Second: Brenda Carried