

Leeds and the Thousand Islands Public Library Board
Meeting Minutes
November 18, 2020
Springfield House location

Present: Pierre Mercier (Archives), Tara Mendez (CEO), Carol Rogers, Brenda Lolley(CHAIR), Gerry Last, Cathy Griffin
by Zoom: Peggy Malcolm (SOLS)
Regrets: Councillors Gordon Ohlke and Mark Jamison, Yona Harvey

1. Call to order...No conflicts of interest

2. Words from the Chair: Brenda

Updating the Strat Plan (adapting it) in the age of Covid (SOLS)
Thank you to Tara for updates and budget savings

3. Approval of the Agenda:

Moved: Cathy Seconded: Carol Approved

4. Approval of the October Minutes:

Moved: Carol Seconded: Cathy Approved

5. Correspondence-None

6.1 CEO report: Tara

A. Kajeet -Kajeet is a wireless provider providing wireless Internet access from an enabled jump drive device. The Wi-Fi lending program is used by many neighbouring libraries including Kingston and Rideau Lakes. Kajeet is available through SOLS shared purchasing. Tara suggested using reserve funds and a good opportunity to work with Council re broadband. Kajeet will loan the Library Board a demo stick.

Brenda and Tara will contact Rideau Lakes

6.2 Peggy Malcolm...by ZOOM...Strategic Planning

A. Described her process and we decide what we can use

No charge right now

a. create a community profile

b. library profile

c. scan the environment (Peggy will send articles)

SOLS doesn't gather user feedback...TLTI must ask good survey questions

-what users like about the library and what they would like the library to be

-Tara says we need specifics and Orange Boy may be able to get that

B. Mission Statement:

-a working day is needed to look at the mission and vision

i. Communication

ii. Vibrant spaces

- iii. Organizational capacity
 - iv. Service excellence
 - v. Then...specifics for implementation and measurement
- C. Track and measure your strat plan annually
- track it at every Board meeting
 - create a specific annual plan
 - mark it as complete and date it and file

- D. Peggy will send Board evaluation samples and get survey questions for us
- we need ongoing community engagement
 - Peggy will e-mail all Board members
 - Tara to contact Rid. Lakes re: surveys
 - Brenda to contact Brockville

6.3 Brand Equity discussed

6.4 Archives: Pierre

- a. no disaster action plan in place
 - Heritage Comm., Hist. Soc. and Lib Board working on it
- b. George Shire Pub. Reading Room to be named and a description of the collection
- c. Half Moon Bay material received
- d. Negotiating with Ont. Archives re: tax records

7.1 Reserve Policy;

- rewrite and submit
- approved as amended

Adjournment: Moved: Carol Seconded: Cathy Approved