
Library Board Meeting via Zoom, 10am, April 21, 2021

minutes approved May 19, 2021

1. Call to Order: 10:05am

Present: Board Members: Brenda Lolley (Chair), Gordon Ohlke and Mark Jamison (Council reps), Pierre Mercier (Archives), Cathy Sawyer-Griffin, Geraldine Last, Carol Rogers; Staff: Linda Chadwick.

2. Introductory Comments – Board Chair (correspondence, announcements):

- B. Lolley said ‘happy birthday to the Queen’ and thanked everyone for promoting the community engagement survey.

3. Approval of the Agenda

Moved by P. Mercier and seconded by G. Last. Carried. 015-2021.

4. Declaration of Conflict of Interest - None.

5. Consent Agenda

- a. March Board minutes
- b. March statistics
- c. April 15, 2021 financial report
- d. March/April CEO report

Highlighting a few revisions for the March minutes -

Moved by G. Ohlke and seconded by G. Last “That the LTIPL Library Board accepts the consent agenda which includes the March Board minutes, March statistics, April 15, 2021 financial report, March/April CEO report.” Carried. 016-2021.

6. For reports/discussion/decision:

a. Council Report:

- nothing to report concerning the Library

b. Archives Report:

- P. Mercier reported that Springfield House and the Town Hall remain closed and the volunteers continue to work from home; the Kahnt photo collection has been scanned; they are handling many enquiries; an example being from the Presbyterian Church in Lansdowne; The Friends of Springfield House is now a registered non-profit corporation; there is an upcoming meeting of the Township working group on April 27, 2021; a facilities assessment will be completed by June or July 2021; mention was made of the Library taking a more proactive role in the administration of the Archive, particularly to address succession planning; as a member of the MOU and the Administrator of the Archives, the Library will receive a recommendation regarding the proposed relocation of the Archives from the Archives Committee and vote on how to proceed.

c. Community Survey, Strategic Planning:

- 201 responses as of the date of this meeting; the Library Board agreed to extend the survey response deadline to April 30, 2021.

e. Board Assemblies:

Moved by M. Jamison and seconded by G. Ohlke “That the LTIPL Library Board appoints B. Lolley to represent the LTIPL Board at the meetings of the Ontario Library Services Board Assemblies.” Carried. 017-2021.

f. Draft 2020 Audit

K. Tindal, TLTI Director of Finance, joined the meeting for the review of the 2020 draft audit; K. Tindal recommends that the Board develops a policy around the purpose and management of the Library’s reserves; following questions and responses –

Moved by C. Sawyer-Griffin and seconded by P. Mercier “That the LTIPL Board, accepts the 2020 draft audited financial statements as presented. “ Carried. 018-2021.

Moved by G. Last and seconded by C. Rogers that “The Board authorizes the transfer of \$35,809 to the Township of LTI, donations of \$2,554 to be transferred to the working reserve and the reported deficit to be funded from the Library’s working reserves.” Carried. 019-2021.

7.0 For exploration

a. Advocacy: sharing/promoting/celebrating LTIPL

- everyone has promoted the Library by proactively sharing the community survey; the survey itself is an excellent publicity tool; in our report to Council, we should celebrate that during Covid times the Library has been open for service.

8.0 Items for the next agenda (add as identified)

- Report to Council in June 2021

9.0 In-Camera session:

Moved by P. Mercier and seconded by M. Jamison to move in-camera at 10:28am. 020-2021.

Moved by P. Mercier and seconded by C. Sawyer-Griffin to move out of in-camera at 10:39am. 021-2021.

10.0 Meeting Evaluation: Good meeting.

11.0 Adjournment:

Moved by P. Mercier and seconded by C. Sawyer-Griffin to adjourn 11:16am. 022-2021.

Next meeting May 19, 2021; 10am via Zoom.