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**Library Board Meeting via Zoom, 10am, March 24, 2021**

*minutes approved April 21, 2021*

**1. Call to Order: 10:04am**

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

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

- B. Lolley said it was nice to see everyone; we are fortunate to have Vicki Stevenson, CEO of Rideau Lakes Public Library assisting us with our CEO Search.

**3. Approval of the Agenda**

Moved by P. Mercier and seconded by C. Sawyer-Griffin. Carried. 009-2021.

**4. Declaration of Conflict of Interest - None.**

**5. Consent Agenda**

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

Moved by P. Mercier and seconded by C. Griffin “That the LT IPL Library Board accepts the consent agenda which includes the February Board minutes, February statistics, March 15, 2021 financial report, February/March CEO report.” Carried. 010-2021.

**6. For reports/discussion/decision:**

a. Council Report:

-Township is waiting for the audited financial statements for 2020; on-boarding a new audit firm; 2021 library budget not yet passed; update Council on how the CEO transition is being funded.

b. Archives Report:

- P. Mercier reported that the Springfield House and the Town Hall have been closed to the public and volunteers; volunteers will be working from home; The Friends of Springfield House are registering as a non-profit corporation; there is an upcoming meeting of the Township working group (MOU representatives) on April 16, 2021; site visits are to be booked to look at temporary locations for the Archives; the Township is contracting architects who specialize in heritage buildings to assess the Springfield complex.

- M. Jamison reported that the Council decision around Springfield House is based on fire and health safety reports; there is a desire to work with everyone involved towards a mutually satisfactory solution; M. Jamison will get in touch with Robert Burtch.

c. CEO Search:

- 38 applications were received; 7 candidates were invited to a first interview; more details to be covered in the in-camera session.

d. Community Survey, Strategic Planning:

- discussion highlighted the need to circulate the link to as many community organizations as possible; need to hear from non-users and young people; a list of potential contacts and distribution points was made; people are indicating they would like to volunteer at the Library; the survey will remain active until April 23, 2021; following an analysis and sharing of the survey results, P. Malcolm from SOLS will be asked to conduct focus group sessions in mid-May; L. Chadwick will contact P. Malcolm about available dates; following these sessions a draft strategic plan will be created.

e. Report to Council:

- K. Tindal has recommended preparing a report for Council as an update to the Library's 2021 budget, 2020 year-end financial picture, Library reserve accounts, current Covid protocols and any other news from the Library; L. Chadwick will draft a report with an anticipated May delivery date to Council; looking forward, the Library Board would hope to present quarterly updates to Council.

## 7.0 For exploration

a. Advocacy: sharing/promoting/celebrating LTIPL

- CELA – Centre for Library Equitable Access: B. Lolley sent an advocacy letter on behalf of the Library Board to Michael Barrett, MP, urging the federal government to restore funding to CELA. Following discussion, B. Lolley will also forward the letter to Chrystia Freeland, Minister of Finance.

Moved by M. Jamison and seconded by P. Mercier to support B. Lolley's letter of advocacy for continued CELA funding. Carried. 011-2021.

## 8.0 Items for the next agenda (add as identified)

- 2020 draft audit
- CEO search

## 9.0 In-Camera session:

Moved by G. Ohlke and seconded by M. Jamison to move in-camera at 11:20am. 012-2021

Moved by P. Mercier and seconded by M. Jamison to move out of in-camera at 11:35am. 013-2021.

## 10.0 Meeting Evaluation: Good meeting, thumbs up.

## 11.0 Adjournment:

Moved by C. Sawyer-Griffin and seconded by G. Last to adjourn 11:45am. 014-2021.

Next meeting April 21, 2021; 10am via Zoom.