

Leeds & the Thousand Islands Public Library Board
Agenda
Wednesday, May 20, 2020: 10:00 a.m. (Via Zoom)
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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: April 15, 2020**
- 5. Business Arising from the Minutes**
- 6. Information Items**
 - 6.1 CEO Report
 - 6.2 Monthly Finances—Auditor Report
 - 6.3 Archives Report – Pierre
 - 6.4 Council Report
 - 6.5 Monthly Library Statistics
- 7. Action Items**
- 8. Policy Review**
- 9. Planning**
 - 9.1 Library Reopening Procedure
- 10. Review Parking Lot Items**
- 11. Meeting Analysis**
- 12. Adjournment Next meeting June 17, 2020**

**LEEDS AND THE THOUSAND ISLANDS PUBLIC LIBRARY BOARD
MINUTES OF MEETING**

April 15, 2020

Via Zoom

Present: Brenda Lolley (chair), Tara Mendez (CEO), Gordon Ohlke (councillor), Carol Rogers, Gerry Last, Pierre Mercier, Margueritta Kluensch

Regrets: None

1. Remarks from Chair:

Thank you to Tara for keeping the library presence in the Township during the shutdown. The Board needs to ensure that we are using taxpayer funding wisely – considering conserving revenue now until the time we reopen fully. Township revenues will be significantly impacted by the shutdown.

2. Approval of the Agenda:

CEO asked that item 7.3 be amended. Chair ruled item will be dealt with as written.

3. Approval of Minutes:

February 19, 2020 Move: Margueritta Second: Carol
March 9, 2020 Move: Pierre Second: Gordon Carried

5. Business Arising from the minutes:

None

6. Information items:

6.1- Council Report : Gordon The New CAO started yesterday

-Council concerns with discrepancies in regulations and conflicting messages from different organizations.

-Township staffing levels being maintained

6.2 **Auditor's report with Carol Fuller:** Carol joined the meeting via Zoom to review the 2019 audit and planning letter, updated the Board about new recommendations for improved evidence of internal control, explained the management letter and answered questions.

The auditor left the meeting at 11:08 a.m.

7. Action Items:

7.1 Motion: That the draft audited financial statement be accepted.
Moved: Gordon Seconded: Margueritta Carried

7.2 Motion: \$5582 funds from donations, self-generating revenue and fundraisers be moved to 'Opening Day Library Reserves.'
Moved: Gordon Seconded: Pierre Carried

7.3 Motion: \$52 837 surplus from 2019 be returned to the township.
Moved: Gordon Seconded: Pierre Carried

7.4 Motion: Automatic withdrawal from library bank account for Bell, Lansdowne Tel., WTC communications and Hydro.
Moved: Gordon Seconded: Margueritta Carried

7.5 Motion to move In Camera: Moved: Margueritta Second: Pierre

7.6 Motion to move out of camera: Moved : Pierre Seconded: Carol

Motion: Partial staff layoff declared emergency leave to start April 25, 2020 with a return date when library is reopened to full service.
Moved: Gordon Second: Margueritta Carried

8. Policy Review:

Emergency Policy Section EME 7 – add 'unless government policies take precedence over LTIPL emergency policies.'
Moved: Carol Seconded: Margueritta Carried

CEO was asked to send Board members information from the recent library survey.

Adjournment at 12 noon...Moved: Pierre, Seconded: Gerry