



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
Held on July 17, 2023 4pm at the Lansdowne Library Branch in the Community Room.

Present	Angela Kelman (Councillor) Anna Basten Brenda Lolley (Board Chair) Cathy Griffin Carol Rogers Cindy Code (Library CEO) Deborah Diemand Pierre Mercier (Vice Chair)
Regrets	Cindy Healey Corrina Smith-Gatcke (Mayor)

1.0	Call to Order/Land Acknowledgement	<p>B. Lolley called the meeting to order at 3:58pm and presented a thoughtful reading of the Land Acknowledgement Act.</p> <p>“As we gather here today on the traditional territory of the Anishinaabe and Haudenosaunee peoples, I wish to acknowledge with respect the peoples who have lived on this land for thousands of years. They were stewards of the land, knowledge keepers and story tellers. We, in our turn, must care for this land and especially as a library, be the knowledge keepers and storytellers of today.”</p>	
2.0	Approval of the Agenda	<p>Motion 23-45 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C. Griffin; seconded by C. Rogers.</p> <p>APPROVED</p>	
3.0	Declaration of Conflict of Interest	<i>None to declare</i>	

4.0	Adoption of the Minutes	<p>4.1 June 19, 2023 Motion 23-46 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, June 19, 2023 as presented. Moved by C. Rogers; seconded by P. Mercier APPROVED</p>	
5.0	Business Arising from the Minutes	<p>5.1 Personnel meeting with the library CEO and members of the CEO recruitment team to discuss the 6-month probation period. A meeting was set for July 25th. 5.2 Creation of a standalone Equity, Diversity and Inclusivity (E.D.I.) statement was presented and discussed during the July meeting. It was felt that though a policy is in place, a statement to have posted within each branch of the library would have a greater impact of support, welcoming all who enter each library and to encourage the safe spaces which are provided.</p>	
6.0	Consent Agenda	<p>7.1 CEO Report <ul style="list-style-type: none"> • See attached 7.2 Statistical Report <ul style="list-style-type: none"> • See attached 7.3 Financial Report <ul style="list-style-type: none"> • See attached 7.4 Health and Safety Report <ul style="list-style-type: none"> • See attached <p>C. Code presented the consent agenda, discussing the TD Summer Reading Program events, community outreach by attending the Lansdowne Fair, ensuring that there was staff coverage for all days. Also discussed was the need to create more of a social media presence in regards to events/programs current and in the future.</p> <p>July 10th, the Library hosted a recognition event for the Ontario Trillium Foundation Grant which was received in 2022. MPP Steve Clark publicly acknowledge this accomplishment. Another grant, the Government of Canada’s New Horizons for Seniors Program was publicly acknowledged at a later date.</p> </p>	

		<p>C. Code also presented minutes from the first Library Branch Managers meeting, discussing consistency, trends and creating an atmosphere of keeping communication open which can be sometimes challenging in a multi branch system. Meetings like the above align with the Library's Strategic plan in regards to the first step in developing individualized training as well.</p> <p>Motion 23-47 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – July 2023 Statistical Report to June 30, 2023 Financial Report- to June 30, 2023 Health and Safety Report- July 2023 Moved by C. Griffin; seconded by C. Rogers APPROVED</p>	
7.0	Decision Items	<i>None to declare</i>	
8.0	Discussion items	<p>8.1 Archives Report</p> <p>P. Mercier reports that the new microfiche reader is being used on a regular basis which prompted the discussion of replacing The Godzilla scanner. There has been initial contact from persons planning to donate loan materials in the near future. This program provides for the high-resolution scanning of materials with the return of those materials to the owners. Images are stored in the Archives' Digital Vault and listed in the online catalogue.</p> <p>The Library itself has also been receiving more inquiries about the Archives building and services which are provided.</p> <p>8.2 Diversity/Inclusion Policy vs Standalone statement</p> <p>An E.D.I. statement was presented at the meeting and approved after being amended in order to be printed on a one-page document which will be displayed in each branch.</p>	

		<p>Motion 23-48 THAT the Leeds and the Thousand Islands Public Library Board approve the Equity, Diversity and Inclusivity Statement as presented then amended. Moved by P. Mercier; seconded by C. Rogers.</p> <p>APPROVED</p>	
9.0	Information Items	<p>9.1 Expenditures are near to completion regarding funding from the Ontario Trillium Foundation Grant. There are still a couple of items awaiting delivery. The Library is working with the Township in regards to reallocating items from a storage room to be moved to another location within the building. With the assistance of a student volunteer, many items were relocated. Since the upstairs rooms have had new flooring installed, we have been provided with blank slate to restructure storage for our recreational and programming items. We have also been given access to a room which could potentially be created into a separate programming/youth/meeting room.</p>	
10.0	Other Business/Questions	<p>10.1 It was decided to invite the new Township treasurer to our September meeting. This will give members an opportunity to welcome the treasurer and also discuss the financial reports in more depth during an in-person meeting.</p> <p>10.2 Board members were also in agreement that going forward our meetings will take place at 5pm rather than 4pm, and will adjust if need be.</p>	
11.0	Next Meeting	<p>September 18, 2023 at 5pm. The meeting will take place during off hours at the Seeley's Bay Library Branch.</p>	
12.0	Adjournment	<p>Motion 23-49 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 5:20pm. Moved by C. Griffin.</p> <p>CARRIED</p>	

