



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on January 19, 2022 via ZOOM.

Present	Brenda Lolley (Chair) Cathy Griffin Mark Jamison (Council Rep) Pierre Mercier Gord Ohlke (Council Rep) Carol Rogers Dayna DeBenedet (CEO)
Regrets	

1.0	Call to Order	The meeting was called to order by the Chair at 10:04 AM.	
2.0	Land Acknowledgement & Remarks from the Chair	Chair B Lolley welcomed board members and read the Land Acknowledgement.	
3.0	Approval of the Agenda	Motion 22-01 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C Griffin; seconded by P Mercier. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Delegations		
6.0	Adoption of the Minutes	6.1 November 17, 2021 Motion 22-02 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, November 17, 2021 as presented. Moved by G Ohlke; seconded by M Jamison. APPROVED.	

		<p>6.2 December 15, 2021</p> <p>Motion 22-03 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the Special Meeting held December 15, 2021 as presented. Moved by P Mercier; seconded by C Griffin. APPROVED.</p>	
7.0	Business Arising from the Minutes	<p>D DeBenedet provided an update on the request from the Friends of Springfield House regarding appointing a member to their Board.</p> <p>D DeBenedet contacted the Ministry for an interpretation of the Public Libraries Act. The Ministry Representative indicated that a Board member acting in their capacity on another board could lead to a conflict of interest, and that they would likely need to recuse themselves from any discussion involving the Library. The Ministry also indicated that if the board were to move forward with the appointment they may want to consult independent legal counsel in advance.</p> <p>The Ministry representative suggested than a liaison role, rather than an official appointment to the FSHC Board, may serve a similar function of information sharing and open communications, could be more appropriate and avoid the possible conflict of interest issue.</p> <p>B Lolley indicated that she would write a letter to Robert Burtch from the Friends of Springfield House to communicate the information.</p>	<p>ACTION: B Lolley to write a letter to Robert Burtch/FSHC Board.</p>
8.0	Consent Agenda	<p>8.1 CEO Report</p> <ul style="list-style-type: none"> ○ See attached <p>8.2 Statistical Report</p> <ul style="list-style-type: none"> ○ See attached <p>8.3 Financial Report</p> <ul style="list-style-type: none"> ○ See attached <p>8.4 Health and Safety Report</p> <ul style="list-style-type: none"> ○ See attached <p>Motion 22-04 THAT the Leeds and the Thousand Islands Public Library Board</p>	

		<p>approve the consent agenda, including the following reports: CEO Report – January 2022 Statistical Report to December 31, 2021 Financial Statements to December 31, 2021 Health and Safety Report – January 2022 Moved by G Ohlke; seconded by C Rogers. APPROVED.</p>	
9.0	Decision Items	<p>9.1 Annual Report 2021</p> <p>D DeBenedet presented the 2021 Year in Review/Annual Report Infographic to the Board.</p> <p>Board members discussed the report and the plans for distributing the report. D DeBenedet indicated that the plan would be publicly shared later in the week.</p> <p>Motion 22-05 THAT the Leeds and the Thousand Islands Public Library Board approve the 2021 Annual Report Infographic as presented. Moved by C Griffin; seconded by P Mercier. APPROVED.</p> <p>9.2 Strategic and Operational Plan 2022</p> <p>Board members reviewed the draft 2022 Work Plan. D DeBenedet discussed how the goals for 2022 were selected based on discussion at the Special Meeting in December, and that they were divided into quarterly goals.</p> <p>Board members discussed how the work plan will be used as a standing item on the agenda to discuss and track progress. D DeBenedet provided an initial update on the items listed for the first quarter of 2022.</p> <p>The Board also discussed the official launch of the 2022-2025 Strategic Plan and reviewed the presented launch and promotion plan.</p>	

		<p>Motion 22-06 THAT the Leeds and the Thousand Islands Public Library Board approve the 2022 Work Plan as presented. Moved by M Jamison; seconded by C Rogers. APPROVED.</p>	
10.0	<p>Discussion Items</p>	<p>10.1 Legacy Document</p> <p>Board members reviewed the input provided for the first section of the Legacy Document. Several suggestions were made for the list of community partners.</p> <p>D DeBenedet will send out the next section for feedback in advance of the February Board Meeting.</p> <p>Once all of the section have been completed the notes from each section will be compiled and condensed into the final document.</p> <p>10.2 Board Evaluation Questionnaire Feedback</p> <p>Board Members reviewed the questionnaire for the Board Evaluation Process. Board members were asked to provide any feedback about questions that they would like to see added or changed.</p> <p>D DeBenedet will proceed with creating an online form for the evaluation process. Board members will receive a link to the evaluation form by email, and results will be presented at a future meeting.</p> <p>10.3 Policy Discussion – Overdue Fines</p> <p>D DeBenedet asked the Board for input about the collection of overdue fines. The Library has not been collecting fines during the COVID-19 pandemic, and with the circulation policy under revision, D DeBenedet would like the board to consider their position on the future use of fines in the Library.</p> <p>Board members discussed the purpose of fines, and asked D DeBenedet if the Library had noticed an increase in overdue items since fines had been paused.</p>	<p>ACTION: D DeBenedet to send out the next section of the legacy document; all board members to provide feedback.</p>

		<p>D DeBenedet indicated that she had asked the staff a similar question a couple of weeks ago, and they had indicated that they didn't feel there was any significant change. Board members also discussed the role that fines can play as a barrier to library use.</p> <p>D DeBenedet suggested that if the board were to move forward without overdue fees it may make sense to charge a refundable deposit to patrons borrowing some of the more expensive items from the Library of Things.</p> <p>D DeBenedet will provide additional information on fine-free libraries at the February meeting, including information from the Ontario Library Association.</p> <p>10.4 Friends of the Library/Registered Charitable Status</p> <p>B Lolley discussed donations, and the inability of the Library to issue text receipts at the moment. Board members agreed that it would be beneficial to be able to offer tax receipts to donors.</p> <p>Board members discussed the possibility of a Friends of the Library Group incorporating as a not-for-profit and registered charity to administer receipts, and discussed the past Friends and the Library group. Concerns were raised about the timeline for establishing and building capacity for a new group to take on this role.</p> <p>D DeBenedet indicated that there are several library boards in Ontario that have registered as charities with the CRA, and are able to issue their own tax receipts. D DeBenedet indicated that this was the case with her previous employer, and that a good first-step would be to investigate the process of registering the board itself.</p> <p>D DeBenedet also recommended working on establishing a Friends group/volunteer base, even if their primary goal was not fundraising. This would help build capacity for volunteers, and possibly some small-scale fundraising (such as helping with used book sales etc.).</p>	<p>ACTION: D DeBenedet to provide additional information on fine-free libraries.</p> <p>ACTION: D DeBenedet to provide a report on the process/possibility of the Board registering as a charitable</p>
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11.0	In Camera Session	No in-camera session held.	
12.0	Information Items	<p>12.1 Ontario Budget Consultation Appearance</p> <p>D DeBenedet provided an update on her January 18 appearance before the provincial Standing Committee on Finance and Economic Affairs for their Pre-Budget Consultations 2022.</p> <p>12.2 Policy Distribution</p> <p>D DeBenedet indicated that policies for the February meeting will be distributed in the coming days.</p>	
13.0	Next Meeting	Wednesday, February 16, 2022 at 10:00 am (Lansdowne/Zoom)	
14.0	Adjournment	Motion 22-07 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:54 am. Moved by P Mercier. CARRIED.	