



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on February 16, 2022 via ZOOM.

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

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 22-08 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by M Jamison; seconded by P Mercier. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Delegations	None present.	
6.0	Adoption of the Minutes	6.1 January 19, 2022 Motion 22-09 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, January 19, 2022 as presented. Moved by M Jamison; seconded by C Griffin. APPROVED.	
7.0	Business Arising from the Minutes	7.1 Standing Item: Strategic Plan Progress Review	

		<p>D DeBenedet provided an update on the strategic goals for Q1. A policy/procedure document regarding Use of Library Spaces and the review of job descriptions are planned for March 2022.</p> <p>As another piece of business arising, B Lolley shared the letter she sent to Robert Burtch regarding the Friends of Springfield House 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>D DeBenedet discussed the proposed Early Literacy Initiatives outlined in the CEO Report. Board members made several suggestions for funding opportunities. D DeBenedet will prepare some introductory materials that could be provided to potential partners/donors.</p> <p>Motion 22-10 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – February 2022 Statistical Report to January 31, 2022 Financial Statements to January 31, 2022 Health and Safety Report – February 2022 Moved by G Ohlke; seconded by P Mercier. APPROVED.</p>	<p>ACTION: D DeBenedet to prepare introductory materials for literacy initiatives.</p>
9.0	Decision Items	<p>9.1 Policy Review – Governance Policies</p> <p>Board members review the draft Governance Policies. Some updates were made to the wording of policies GN-01 and GN-02.</p>	

		<p>Motion 22-11 THAT the Leeds and the Thousand Islands Public Library Board approve the following Governance Policies as presented:</p> <p>GN-01 – Purpose of the Board GN-02 – Board Code of Conduct GN-03 – Board Training and Orientation GN-04 – Policy Development GN-05 – Planning Policy GN-06 – Advocacy Policy GN-07 – CEO Performance Appraisal GN-08 – Board Succession Planning Moved by M Jamison; seconded by G Ohlke. APPROVED.</p> <p>9.2 Overdue Fines</p> <p>D DeBenedet presented the research document on Fine Free policies in libraries. The document outlined the trend toward eliminating overdue fines, and incorporated feedback from Ontario Libraries who have implemented this policy.</p> <p>Board members discussed the proposed policy change, and agreed with the recommendation that overdue fines be removed and waived, however fees for services (printing, faxing etc.) and lost/damaged items should be maintained. Board members also supported the recommendation to implement a refundable deposit for some of the more expensive items in the Library of Things.</p> <p>D DeBenedet was directed to implement these policy changes in the revisions to the Circulation Policy, which will come to the Board for approval at the March 2022 meeting.</p>	<p>ACTION: D DeBenedet to prepare revised Circulation Policy for March 2022 meeting.</p>
10.0	Discussion Items	10.1 Legacy Document	

		<p>Board members reviewed the input provided for the second section of the Legacy document. This section discusses issues and areas of concern that the board has encountered during their term, and highlights issues that may impact the incoming board as well.</p> <p>D DeBenedet will send out the third section for feedback in advance of the March Board Meeting.</p> <p>Once all of the sections have been completed the notes from each section will be compiled and condensed into the final document.</p> <p>10.2 Update – Registered Charitable Status Requirements</p> <p>D DeBenedet provided an update on the process of applying for Registered Charitable Status. After speaking with a Library CEO who completed the process in 2021, it sounds like the library will have much of the documentation required on hand, including meeting minutes, governance documents, and audited financial statements. It sounds like the most time intensive thing that will need to be done is writing the section of the application that outlines the library’s activities.</p> <p>The Library Board directed D DeBenedet to move forward with the registration process.</p> <p>Motion 22-12 THAT the Leeds and the Thousand Islands Public Library Board direct the CEO to pursue charitable registration with the Canada Revenue Agency under the Income Tax Act. Moved by M Jamison; seconded by P Mercier. APPROVED.</p> <p>10.3 Archives Update</p> <p>P Mercier provided an update on recent Archives activities.</p>	<p>ACTION: D DeBenedet to send out the next section of the legacy document; all board members to provide feedback.</p>
--	--	---	---

		<p>The Archives committee is currently working on three new interpretive signs, one of which is in the final design stages. They are also responding to reference and genealogical inquiries. D DeBenedet has been providing access to the archives as needed to pick up materials for research and scanning.</p> <p>P Mercier and D DeBenedet indicated that they do not currently have an update on the buildings or planned work at the Escott Complex. They anticipate a meeting of the Archives Working Group will be called in the next few weeks.</p>	
11.0	In Camera Session	<p>11.1 Staffing Update</p> <p>Motion 22-13 THAT the Leeds and the Thousand Islands Public Library Board move to an in-camera session as allowed under the Public Libraries Act R.S.O. 1990, c. P44 16.1 (4) d) for discussions relating to labour relations or employee negotiations at 11:25 am. Moved by M Jamison; seconded by C Griffin. APPROVED.</p> <p>The board moved to in in-camera session to discuss a Library Staffing Update.</p> <p>Motion 22-14 THAT the Leeds and the Thousand Islands Public Library Board resume the Open Session at 11:34 am. Moved by B Lolley; seconded by C Griffin. APPROVED.</p>	
12.0	Information Items	<p>12.1 March Policy Distribution</p> <p>D DeBenedet indicated that updates will be made to the Circulation Policy, as per the earlier discussion. Policies should be circulated to the Board at least one week prior to the next meeting date.</p> <p>12.2 Board Evaluation Survey Distribution</p> <p>D DeBenedet indicated that the online surveys for the Board Evaluation process will be sent out with the meeting minutes after this meeting.</p>	

13.0	Next Meeting	Wednesday, March 16, 2022 at 10:00 am (Lansdowne/Zoom)	
14.0	Adjournment	Motion 22-15 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:41 am. Moved by M Jamison. CARRIED.	