



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

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

1.0	Call to Order	The meeting was called to order by the Chair at 10:06 AM.	
2.0	Land Acknowledgement & Remarks from the Chair	Chair B Lolley welcomed board members and read the Land Acknowledgement. The Board congratulated Lyndhurst Branch Librarian Lisa Marston for celebrating 25 years with the Library.	
3.0	Approval of the Agenda	Motion 22-16 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by M Jamison; seconded by C Rogers. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Delegations	None present.	
6.0	Adoption of the Minutes	6.1 February 16, 2022 Motion 22-17 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, February 16, 2022 as presented. Moved by P Mercier; seconded by B Lolley. APPROVED.	

7.0	Business Arising from the Minutes	<p>7.1 Standing Item: Strategic Plan Progress Review</p> <p>D DeBenedet provided an update on the strategic goals for Q1. D DeBenedet suggested extending the goal to review job descriptions to undertake a full review of operational needs.</p>	
8.0	Consent Agenda	<p>8.1 CEO Report ○ See attached</p> <p>8.2 Statistical Report ○ See attached</p> <p>8.3 Financial Report ○ See attached</p> <p>8.4 Health and Safety Report ○ See attached</p> <p>D DeBenedet discussed the reports in the consent agenda. B Lolley raised the topic of snow clearing, and D DeBenedet provided board members with information about snow clearing at the Library Branches.</p> <p>Board members agreed that it would be worthwhile to reach out to the Manager of Road and Fleets at the Township to discuss the library’s operations (open hours in each branch, accessibility), and ensure that library staff know proper procedures for communicating any changes to library operations, or any significant snow clearing issues.</p> <p>Motion 22-18 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – March 2022 Statistical Report to February 28, 2022 Financial Statements to February 28, 2022 Health and Safety Report – March 2022 Moved by C Rogers; seconded by M Jamison. APPROVED.</p>	<p>ACTION: D DeBenedet to reach out to the Manager of Roads and Fleet to discuss snow clearing.</p>
9.0	Decision Items	<p>9.1 Policy Review – Circulation and Collection Development</p>	

		<p>Board members reviewed the Circulation Policy and the Collection Development Policy.</p> <p>Board members discussed the reference to OP-03 Privacy and Access to Information Policy. D DeBenedet indicated that the policy was drafted and would appear on the April agenda.</p> <p>Motion 22-19 THAT the Leeds and the Thousand Islands Public Library Board approve the following Operational Policies as presented:</p> <p>OP-01 Circulation Policy OP-02 Collection Development Policy</p> <p>Moved by M Jamison; seconded by C Rogers. APPROVED.</p> <p>9.2 Updating COVID-19 Policies/Procedures</p> <p>The Library Board discussed changes to Provincial COVID-19 mandates, including the upcoming March 21 change to masking rules.</p> <p>D DeBenedet outlined plans for changes to the library’s procedures. She suggested that:</p> <ol style="list-style-type: none"> 1) As of March 21 patrons will no longer be required to wear a mask when visiting the Library. 2) As capacity limits have been lifted, capacity signs will be taken down, and any chairs/furnishings that were placed in storage can be returned. 3) As of March 21, staff will no longer be required to wear masks while working, however the Library will continue to provide access to PPE, including disposable masks and hand sanitizer. <p>Board members discussed these plans and agreed with the changes. They directed D DeBenedet to share this information with staff.</p>	<p>ACTION: D DeBenedet to communicate COVID-19 policy changes to staff.</p>
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10.0	Discussion Items	<p>10.1 Legacy Document</p> <p>Board members reviewed the input provided for the third section of the Legacy document. This section discusses building leadership capacity as individuals and as a board.</p> <p>D DeBenedet will send out the final section for feedback in advance of the April 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 Archives Update and Reopening Plan</p> <p>D DeBenedet and P Mercier provided an update on plans for the temporary relocation and reopening of the Archives.</p>	<p>ACTION: D DeBenedet to send out the final section of the legacy document; all board members to provide feedback.</p>

		<p>D DeBenedet and P Mercier attended a meeting with Township Staff where plans were presented to purchase an ATCO construction trailer and have it installed at the Escott site. The trailer has electrical, heating etc. and would provide space for volunteers to work, and would allow for public access to the archives. The contents of the collection would be moved to the Escott garage, where volunteers would have access to the collection.</p> <p>The proposed long-term plan for the archives would see them move back in to the Escott Town Hall and Springfield House once rehabilitation work in complete.</p> <p>D DeBenedet is working with Township Staff to provide any information they need to support grant applications for the project.</p> <p>10.3 Board Evaluation Results</p> <p>Board members reviewed the results of the Board Evaluation. Board members agreed that the evaluation was a useful exercise that would be of use for future boards.</p> <p>Board members also discussed the importance of having a variety of opinions and ideas on the board.</p> <p>10.4 Staffing/Recruitment Update</p> <p>D DeBenedet indicated to board members that an external posting for the Branch Librarian – Seeley’s Bay position will be posted this week.</p> <p>D DeBenedet asked for a volunteer from the Board to sit on an interview panel for the position. C Rogers volunteered to take part.</p>	
11.0	Information Items	<p>12.1 April Policy Distribution</p> <p>D DeBenedet will distribute additional Operational Policies in the weeks ahead of the April Board meeting.</p>	

		12.2 April OLS Board Assembly Meetings B Lolley will attend the OLS Board Assembly meeting in April.	
12.0	Other Business	C Rogers indicated that she would be contacting the Personnel Committee regarding plans for the CEO Performance Evaluation.	
13.0	Next Meeting	Wednesday, April 20, 2022 at 10:00 am	
14.0	Adjournment	Motion 22-21 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:58 am. Moved by M Jamison. CARRIED.	