



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on April 20, 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 10:03 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	D DeBenedet requested the following changes: 10.3 Staffing/Recruitment update moved to the In-Camera session as 11.1 11.1 CEO Performance Evaluation moved to 11.2 Motion 22-22 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as amended. Moved by C Griffin; 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 March 16, 2022	

		<p>Motion 22-23 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, March 16, 2022 as presented. Moved by C Rogers; seconded by C Griffin. APPROVED.</p>	
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.</p> <p>D DeBenedet also provided an update on the status of OP-03 Privacy and Access to Information, which was mentioned at the previous meeting. D DeBenedet advised that she needed some additional time to have the policy vetted to ensure it was in compliance with the applicable legislation.</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 reports in the consent agenda.</p> <p>Motion 22-24 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – April 2022 Statistical Report to March 31, 2022 Financial Statements to March 31, 2022 Health and Safety Report – April 2022 Moved by M Jamison; seconded by P Mercier. APPROVED.</p>	
9.0	Decision Items	<p>9.1 Operational Policy Review</p>	

		<p>Board members reviewed the Children’s Services, Young Adult Services, Programming, and Reference Services policies.</p> <p>D DeBenedet explained that despite parallels between the Children’s and Young Adult services policies, that in the past accredited libraries had been advised that it was considered best practice, and in line with the guidelines, to maintain them as two separate policies.</p> <p>Motion 22-25 THAT the Leeds and the Thousand Islands Public Library Board approve the following Operational Policies as presented:</p> <p>OP-08 Children’s Services OP-09 Young Adult Services OP-10 Programming OP-11 Reference Services</p> <p>Moved by C Rogers; seconded by G Ohlke. APPROVED.</p> <p>9.2 Rules for Use of Resources in Municipal Election</p> <p>D DeBenedet explained that the provincial Municipal Elections Act legislation includes a requirement for municipal governments and local boards to develop and post a set of rules for the election period by May 1 of the election year. The Library Board is considered a local board under this legislation.</p> <p>D DeBenedet recommended that the Board adopt the same rules as the Township, which were approved at a recent Council meeting. Board members agreed with this option, but requested that the Library Board be specifically named in the document, and requested that D DeBenedet create a separate document for these rules, with the Library’s standard template and branding.</p>	<p>ACTION: D DeBenedet to create a version of the document on the Library’s standard template and share with all Board members.</p>
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10.0	Discussion Items	<p>10.1 Archives Update</p> <p>D DeBenedet and P Mercier provided an update on the Archives relocation. Township staff met with D DeBenedet and P Mercier last week to discuss the need to move the collection and furnishings so that the invasive structural review could move forward.</p> <p>The ATCO trailer has been received and is in place next to the garage at the Escott site. Volunteers have been onsite working on moving some of the furnishings and packing the collection. Movers from Quality Movers in Gananoque will be on hand on Friday, April 25 to help with moving the larger/heavier items.</p>	

		<p>Once the move is complete the Archives will be able to reopen, with volunteers able to regularly access the space and the public/researchers able to visit.</p> <p>The Board expressed their thanks for all of the volunteers who have helped with the relocation project.</p> <p>10.2 Accreditation Update</p> <p>D DeBenedet provided the Board with an update on the Accreditation Process. She indicated that there is still a significant amount of work to do on updating policies, and preparing documentation for the Accreditation.</p> <p>D DeBenedet is planning to set up a meeting with Peggy Malcolm from OLS to discuss the Accreditation timeline and process for some suggestions/guidance on how to proceed.</p>	
11.0	In-Camera Session	<p>Motion 22-28 THAT the Leeds and the Thousand Public Library Board move to an in-camera session at 11:49 pm. Moved by C Rogers; seconded by C Griffin. APPROVED.</p> <p>D DeBenedet left the session after 11.1 Staffing/Recruitment Update.</p>	
12.0	Information Items	<p>12.1 May Policy Distribution</p> <p>D DeBenedet will circulate another set of Operational Policies before the May meeting.</p>	
13.0	Other Business/Questions	None discussed.	
14.0	Next Meeting	Wednesday, May 18, 2022 at 10:00 am.	
15.0	Adjournment	Motion 22-21 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 12:14 pm. Moved by P Mercier. CARRIED.	