



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on July 20, 2022 via ZOOM.

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

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 CEO D DeBenedet back to the Library, and offered condolences on behalf of the board regarding her recent bereavement. The Land Acknowledgement was shared.	
3.0	Approval of the Agenda	Motion 22-34 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as amended. Moved by C Rogers; seconded by C Griffin. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Delegations	None present.	
6.0	Adoption of the Minutes	6.1 May 18, 2022 Motion 22-35 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, May 18, 2022 as presented. Moved by C Griffin; seconded by G Ohlke. 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. Due to the CEO's absence in May/June some timelines have been adjusted.</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 22-36 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – July 2022 Statistical Report to June 30, 2022 Financial Statements to June 30, 2022 Health and Safety Report – July 2022 Moved by G Ohlke; seconded by C Griffin. APPROVED.</p>	
9.0	Decision Items	<p>9.1 Volunteer Policy</p> <p>Board members reviewed the draft of the Volunteer Policy, which was circulated at the meeting. Board members discussed the importance of the volunteer screening process and oversight. D DeBenedet discussed some of the resources available from Volunteer Canada that are referenced in the policy, and will be used to establish the screening procedures.</p> <p>D DeBenedet will circulate this draft to board members who are not in attendance, or attended remotely. Feedback, notes, and corrections can be</p>	<p>ACTION: D DeBenedet to circulate the policy electronically.</p> <p>All board members to review the policy in</p>

		<p>submitted in advance of the next board meeting, where the policy will be discussed again, and a motion will come forward for approval.</p> <p>9.2 Operational Policies</p> <p>Board members reviewed the following policies:</p> <p>OP-03 Privacy and Access to Information OP-04 Canada’s Anti-Spam Legislation OP-05 Records Retention</p> <p>D DeBenedet indicated that since the last time the board had reviewed the policies she had asked the Township of Leeds and the Thousand Islands Clerk to review the policies, to ensure that they are in line with the Township policies/practices and relevant legislation. The Township Clerk felt that the policies were in line with the Township’s policy/procedure.</p> <p>Motion 22-37 THAT the Leeds and the Thousand Islands Public Library Board approve the following Operational Policies as presented:</p> <p>OP-03 Privacy and Access to Information OP-04 Canada’s Anti-Spam Legislation OP-05 Records Retention</p> <p>Moved by P Mercier; seconded by C Rogers. APPROVED.</p>	<p>advance of the September meeting.</p>
10.0	Discussion Items	<p>10.1 Archives Update</p> <p>D DeBenedet and P Mercier provided an update on the Archives. D DeBenedet shared some information about the plans to move the cabinets that are currently being stored in the garage into the first floor of Springfield House. Township staff have been moving items inside Springfield house to prepare for the move, and we are looking for local movers to help with the relocation of the cabinets.</p>	

		<p>P Mercier provided an update about the ongoing activities at the Archives. Volunteers have returned to their regular hours, and the trailer is working well for their purposes. They have had members of the public and researchers visit to conduct research, and the space has worked well to accommodate them.</p> <p>10.2 Board Recruitment</p> <p>D DeBenedet presented an outline of some suggestions for Board Recruitment activities. Board members agreed that holding information sessions in the Fall and distributing the Board Recruitment brochure in all three branches, and at community events was a good starting point.</p> <p>D DeBenedet indicated that she would follow-up with the Township regarding timelines for the nomination period, so that the brochure can be updated. D DeBenedet will bring copies of the brochure to the next meeting so that board members can take copies to distribute. D DeBenedet will also be looking for volunteers at the upcoming meeting to participate in the information session.</p> <p>10.3 Board Orientation</p> <p>D DeBenedet presented a tentative Board Orientation outline, and requested feedback from current board members for additional resources or topics that they felt would be useful for the orientation process.</p> <p>Board members also discussed the value of having both a dedicated orientation session at the start of the term, and also adding regular short education items to the regular meeting agenda.</p> <p>D DeBenedet will continue to work on the orientation plan and on collecting documentation. Board members were asked to bring recommendations and ideas to the next meeting for discussion.</p>	<p>ACTION: D DeBenedet to confirm the nomination period and update brochures.</p>
--	--	--	--

11.0	In-Camera Session	<p>Motion 22-38 THAT the Leeds and the Thousand Public Library Board move to an in-camera session at 11:27 am. Moved by G Ohlke; seconded by C Rogers. APPROVED.</p> <p>The Board received an update on the CEO Performance Evaluation.</p> <p>D DeBenedet left for a portion of the conversation.</p>	
12.0	Information Items	<p>12.1 Board Assembly Meeting The next OLS Board Assembly Meeting will be September 15, 2022.</p>	
13.0	Other Business/Questions	None discussed.	
14.0	Next Meeting	Wednesday, September 21, 2022 at 10:00 am.	
15.0	Adjournment	<p>Motion 22-39 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:53 am. Moved by C Rogers. CARRIED.</p>	